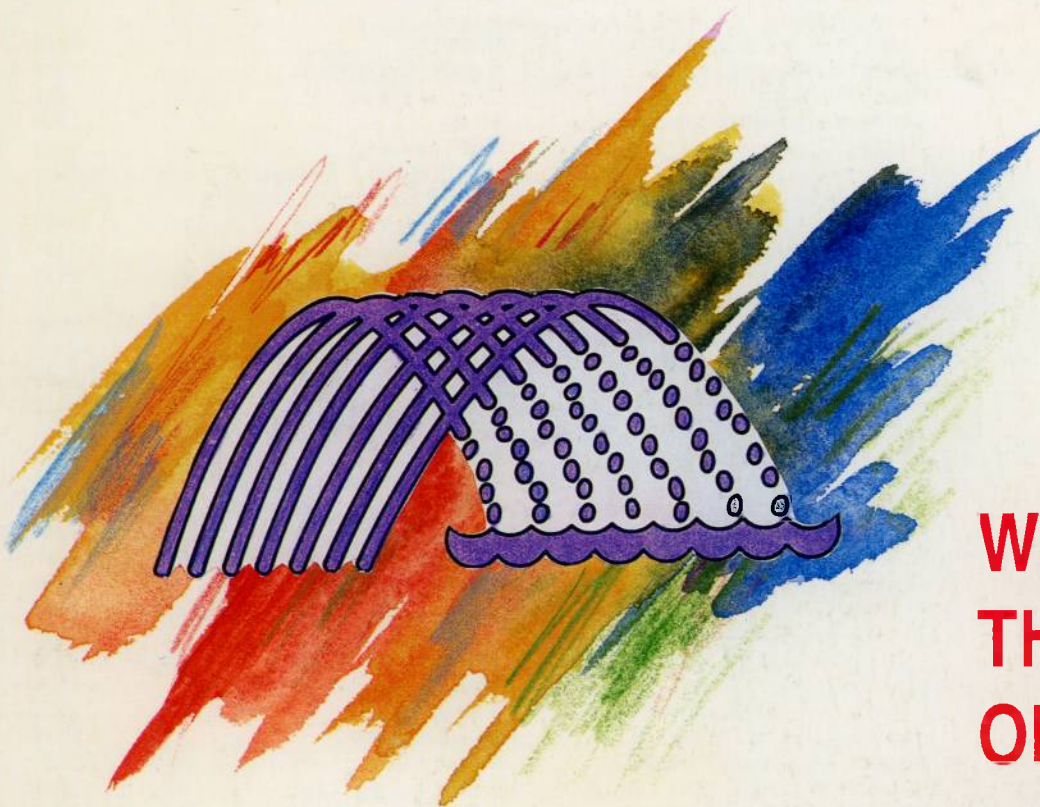


DELTA COLLEGE



**WE ARE
THE
OPPORTUNITY**

1992 - 1993

DELTA COLLEGE PROGRAMS AND SERVICES

To Ask Questions About:	Contact:	Location:	Phone Extension:
Academic Standards, Probation & Dismissal Status	Records & Registration Office	A Wing	9305
Academic Support Services	Student Development Office	H-143	9436
Admissions	Admissions Office/Welcome Center	Between C & D Wings	9093
Activities	College Programming Office	C-130	9335/9549
Affirmative Action	Affirmation Action Officer	A-2	9547
Assessment/Testing Services	Assessment/Testing Services Office	C-130	9338
Apprenticeship/Skilled Trades	Skilled Trades Coordinator	A-55	9438
Bus Schedules	Instructional Support Services	E-130	9221
Campus Ministry	Campus Minister	H-144	9265
Campus Tours	Admissions Office/Welcome Center	Between C & D Wings	9093
Career Counseling	Counseling Center	Between J & K Wings	9330
Career Information	Career Planning Services	East Concourse	9072
Center (off campus) Services & Classes	Instructional Support Services	E-130	9221
Change a Course (Add/Drop)	Records & Registration Center	A Wing	9395
Child Care (Pre-School)	Child Care Center	Y-100	9334
Clubs & Organizations	College Programming Office	C-130	9335/9549
College Rules & Regulations (of behavior)	Vice President Student Services	A-119	9340
Collegiate (student newspaper)	Collegiate Office	B-102	9337
Community Services Programs & Courses	Community Services Office	E-130/West Concourse	9515/9414
Conferences	Food & Conference Services	B-35	9037
Corporate Services	Corporate Services Office	A Wing	9297
Course Grade	Course Teacher	—	—
Curriculum Requirements & Guidesheets	Counseling Center	Between J & K Wings	9330
Delta College Foundation	Foundation Office	West Concourse A-43	9224
Distance Learning Activities	Telelearning Network Services	West Concourse, A-61	9398
Financial Aid (scholarships, grants, loans, etc.)	Financial Aid Office	J-100	9080
Graduation Requirements & Applications	Records & Registration Office	A Wing	9305
Handicapped Services	Handicapped Services Office	B-116	9096
Hispanic/Native American/Asian Services	Chicano/Latino Services	H-Bay	9125
Honors Program	Honors Office	E-130	9617
I.D. Cards	Admissions Office/Welcome Center	Between C & D Wings	9093
Illness, Injury, Health Concerns & Insurance	Health Services	B-103	9333
Incomplete Grade	Course Teacher	—	—
Intercollegiate Athletics & Intramural Sports	Health, Phys. Ed. & Recreation	N-140	9023
International Students	Admissions/Welcome Center	Between C & D Wings	9093
Jobs (part/full time, on/off campus)	Placement Center	East Concourse	9074
Judicial/Due Process	Vice President Student Services	A-119	9340
Learning/Studying Services	Teaching/Learning Center	East Concourse	9314
Library & Audio Visual Resources	Learning Resource Center	Main Bldg. South End	9307
Lost and Found	Campus Police Department	B-101	9111
Minority Student Programs & Services	Student Support Services Office	Between H & J Wings	9118
Older Population Program	Life Enhancement Institute	A-67	9431
Orientation for New Students	Counseling Center	Between J & K Wings	9330
Parking & Security	Campus Police Department	B-101	9111
Personal Problems	Counseling Center	Between J & K Wings	9330
Planetarium Programs	Planetarium	B-203	9412
Public Relations	College Relations Office	A Wing	9490
Registration of Classes	Records & Registration Office	A Wing	9395
Residency Qualifications	Admissions/Welcome Center	Between C & D Wings	9093
Sexual Harassment	Affirmative Action Office	A-2	9547
Single Parent/Homemaker & Sex Equity Program	Director	East Concourse	9390
Student Senate	Senate Office	G-126	9490
Teaching/Learning Center	Director	East Concourse	9314
Textbooks & Class Supplies	Bookstore	NW Corner Commons	9031
Tickets, Social & Cultural Events	Cashier	A Wing	9394
Transcript Requests	Records & Registration Office	A Wing	9305
Transfer Credit Acceptance	Records & Registration Office	A Wing	9305
Transfer to Another College	Counseling Center	Between J & K Wings	9330
Transferability of Delta Courses	Counseling Center	Between J & K Wings	9330
Tuition & Course Fees	Records & Registration Office	A Wing	9395
Tutoring	Teaching/Learning Center	East Concourse	9314
V.A. Benefits Certification & Information	Records & Registration Office	A Wing	9465
Volunteer Program	Volunteer Services Office	East Concourse	9336
Withdrawal from College	Records & Registration Office	A Wing	9395
WUCM/WUCX-TV (Channel 19/35)	Broadcasting Department	A Wing, Lower Level	9362
WUCM-FM (90.1)	Broadcasting Department	A Wing, Lower Level	9350

DELTA COLLEGE

Accredited by
North Central Association
of Colleges
and Secondary Schools

A state assisted Community
College serving primarily
the Tri-County Area of Bay,
Midland, and Saginaw Counties

Mailing Address: University Center,
Michigan 48710

Telephone: (517) 686-9000
(517) 662-4431 (from Midland)

FAX: (517) 686-8736

24-hour Information Line: (517) 686-9555

Telecommunication Device
For The Deaf: (TDD) (517) 686-0573

DELTA COLLEGE IS...

A place large and free
enough for you to learn,
experience and grow
to your full potential

A place small enough
to make this process
meaningful and
personal

A place diverse enough
to make it extremely
interesting, challenging
and rewarding.



Your Information Guide to Delta College

This catalog is divided into five major sections containing the following broad categories of information.

INTRODUCING DELTA COLLEGE

Resources and Services

COLLEGE POLICIES, PROCEDURES, AND REGULATIONS

Residence Qualifications

Veterans Information

College Costs

Financial Aid

Enrollment and Registration Information

Grading System

Academic Achievement Standards

Certificate and Associate Degree Requirements

Graduation

Students Rights, Responsibilities, and Conduct

ACADEMIC CAREER PROGRAMS AND COURSES

Transfer Programs and Procedures

Delta College Occupational Programs

Skilled Trades Department Programs

COMMUNITY SERVICES PROGRAMS AND COURSES

Community Services General Information

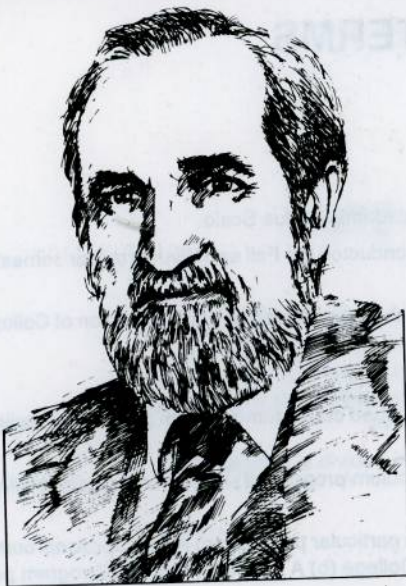
Training and Personal Enrichment Programs and Courses

DELTA COLLEGE PERSONNEL DIRECTORY

All enrolled students may receive one free catalog by presenting their validated student I.D. card to either the Admissions Office or Counseling Center. Students losing their first copy or other interested individuals may purchase a catalog from the College bookstore for \$1.50 (or \$1.75 by mail).

GLOSSARY OF COLLEGE TERMS

- Academic Credit:** The number of units called semester hours an academic course is worth.
- Academic Dismissal:** Academic grade point average which indicates dismissal status on the Academic Status Scale.
- Academic Year:** The time period between September and the following August during which are conducted the Fall and Winter regular semesters and the Spring and Summer sessions.
- Accredited:** Authorized or certified as coming up to a set standard by a governing organization such as the North Central Association of Colleges and Secondary Schools.
- Admission:** Acceptance of the student for enrollment at the College.
- Associate Degree:** A document (diploma) issued to a student indicating the completion of a prescribed curriculum/program of courses totaling 62 or more academic credits.
- Certificate:** A document (diploma) issued to a student indicating the completion of a prescribed curriculum/program of skill courses usually totaling about 30 academic credits.
- Curriculum:** A set of specific courses and academic credits leading to a certificate or a degree in a particular program (a) An occupational curriculum/program prepares a student to enter the world of work immediately after it is completed at Delta College (b) A transfer curriculum/program prepares a student for transfer to a degree (i.e. bachelor degree) program at another college.
- Drop and Add:** The procedure whereby students may change their class schedule by dropping and/or adding a course after initial registration.
- Elective Course:** A course which a student may choose to take from a number of alternative courses as distinguished from specific required courses.
- Full-time Student:** A student enrolled for 12 or more credits per semester.
- General Education (Basic Studies):** A group of courses covering the areas of English Composition, Social Science, Natural Science, and the Humanities, the aim of which is to provide all students in most degree curricula with a common and broadly based educational experience.
- Grade Point Average (GPA):** The number of honor points earned divided by the semester hours of credit attempted.
- Honor Points:** The numerical value of a letter grade for each semester hour of academic credit.
- In-District Student:** Legal resident of Bay, Midland, or Saginaw County as defined by College residency classifications.
- Orientation:** A half or full day program for new Delta College students to acquaint them with the College facilities, programs, services and procedures, to select courses and to review their program/curriculum of study with a counselor.
- Out-of-District Student:** Legal resident of Michigan in a county other than Bay, Midland, or Saginaw.
- Out-of-State Student:** Legal resident of a state other than Michigan or of a foreign country.
- Part-time Student:** A student enrolled for less than 12 credits per semester.
- Prerequisite:** Requirements which must be met or courses which must be successfully completed prior to enrolling in a specific course.
- Probation:** Being below a 2.00 cumulative grade point average as indicated on the Academic Status Scale after having attempted 12 or more credits, and having attended Delta College for at least 2 semesters.
- Registration:** Procedures each semester or session when students schedule classes, pay tuition and fees and, if qualified, complete financial aid arrangements.
- Required Course:** A course that must be successfully completed within a specific curriculum/program.
- Schedule of Classes:** Delta College publication which lists all the courses, sections, days, times, on or off campus sites, course fees, and instructors (when available), offered during a given semester or session, plus registration procedures.
- Semester Hours:** The number of units of credit for a particular academic course which is usually equivalent to one hour of lecture or 2-4 hours of laboratory work per week throughout a regular semester. The number of hours of scheduled lecture and/or lab time is given in parentheses at the end of each course description in the Course Description booklet.
- Semesters and Sessions:** A Fall or Winter semester is equal to 15 weeks of scheduled classes plus final exams whereas a Spring or Summer session is equal to 7-1/2 weeks. Some courses are also offered during the Fall or Winter semesters on a session (7-1/2 week) basis.
- Service Credit:** The number of units of credit a Community Services course is worth. Service credit courses are not presently applicable to either a Delta College academic Associate Degree or Certificate curriculum/program and are not transferable to another college.
- Transcript:** The official academic record of a student's work kept in the Records and Registration Office listing all academic work attempted at Delta College as well as all transfer credit accepted and any credit awarded by examination or advanced placement. Transcripts of most Community Services course work are also maintained.
- Tuition:** The amount of money a student must pay at the time of registration for each semester hour of academic credit or service credit. The tuition rate is based on the student's residency classification.
- Withdrawal:** The process whereby a student discontinues enrollment in one or more courses. Withdrawal procedures must be done at the Records and Registration Office to be official.
- Withdrawal Alert:** A student enrolled in 12 or more credit hours; having attended at least two (2) semesters and having received 50% or more W, WP, and/or WE grades in the last two (2) semesters or overall.



D.J. Carlyon
President, Delta College

A MESSAGE FROM THE PRESIDENT OF DELTA COLLEGE

In this, my final year as president of Delta College, I think back to an afternoon during the late Summer of 1960. My wife, Betty, and I looked down at the excavation which was the beginning of the construction which would become Delta College. Actually, the hole was the beginning of one of the trademarks of our college - our beautifully landscaped courtyard. I told her how beautiful I thought it was. It was clear that she did not, at that point, share my appreciation for that particular hole in the ground.

In a sense she was right. It would have been foolhardy for anyone, at that time, at least, to have attempted to predict how successful this institution would become.

Now, in 1992, we can look back on over three decades during which the people of the Tri-County area (and beyond) have turned to, and relied upon Delta College to give them an educational base. The education which they have received has provided them with not only an occupational base, but a basis for life as well.

In 1961, 1,700 students enrolled. In the Fall Semester of 1991, there were 18,000 students in all categories studying on the campus and throughout our various community centers. From the open door admissions policy to our Honors Program for academically-gifted students, and through the dozens of academic programs (both transfer and occupational), Delta has served as a major resource in higher education for our service district.

Graduates of Delta College are a part of every aspect of our society. They are teachers, health professionals, managers, sales and marketing reps, technical advisors, and your neighbors and business and personal friends. Delta's graduates now total over 27,000.

Certainly things have changed since 1961. But some things remain constant. I want to note two of those constants. First, you will find a dedicated faculty and staff committed to their responsibilities and to helping you as a student gain everything possible from your commitment of time, energy, and your intellect. Second, you will find many highly-motivated people attending your community college as your fellow students. They come from varied backgrounds, representing all age and ethnic groups, some coming with special needs which we are prepared to meet.

They also come with other educational assets:

- *** The expectation of discovery
- *** The hope of achievement
- *** The desire to find something of special value for them personally here at Delta College.

We encourage you not to miss the opportunity to join them.

Donald J. Carlyon
President

BOARD OF TRUSTEES

BAY COUNTY

RUTH M. JAFFE
PAUL A. ROWLEY
VELMA A. PHILLIPS

MIDLAND COUNTY

DR. W. BROCK NEELY
FRANCES G. RUHL
DR. JOHN A. FULLER, VICE CHAIRPERSON

SAGINAW COUNTY

ANNETTE A. DEIBEL
R. EARL SELBY
DAVID R. GAMEZ, CHAIRPERSON

ADMINISTRATIVE OFFICERS

DONALD J. CARLYON
President
to December 31, 1992

DR. PETER D. BOYSE
Executive Vice President
President effective January 1, 1993

DR. HAL D. ARMAN
Assistant to the President

DR. ROBERT G. CABELLO
Vice President of
Student Services

JACK A. JONKER
Executive Director for Corporate Services

DR. JOHANNA H. KOBRAN
Vice President of Instruction &
Learning Services

JOHN H. KRAFFT
Director of College Relations

KAREN M. MacARTHUR
Executive Director, Fund Development

DR. GENE PACKWOOD
Director of Research & Development

JUDITH A. THORSON
Vice President of Finance and Treasurer

STATEMENT OF ASSURANCE OF COMPLIANCE WITH FEDERAL LAWS

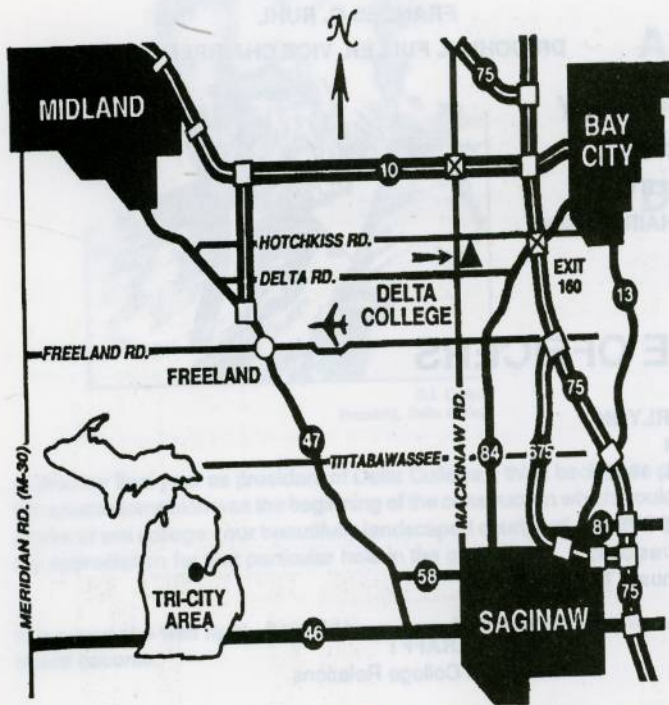
Delta College is an equal opportunity/affirmative action employer, and complies with federal and state laws and regulations prohibiting discrimination. It is the policy of Delta College that no person shall be discriminated against, excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicap, in its programs, activities, admissions, financial assistance, or employment.

Delta College is committed to the principles of affirmative action, and to an affirmative action program which safeguards the right of all persons in the areas of admissions, financial aid, programs, activities, services, and employment. In compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Sections 503 and 504 of the Rehabilitation Act of 1973, Delta College does not discriminate on the basis of race, color, national origin or ancestry, religion, sex, marital status, age, or handicap in any of its policies, procedures, or practices. This non-discrimination policy covers admission and access to and treatment and employment in College programs and activities, including but not limited to academic admissions, financial aid, educational services, and employment. Delta College has adopted an affirmative action policy which shall assure equal employment and educational opportunities to all minorities in the College, whether classified staff, faculty, students or administrators, in accordance with Executive Order 11246 and 11374 and Revised Order No. 4.

Inquiries regarding the Delta College nondiscrimination policy may be directed to Affirmative Action Officer, Delta College, University Center, Michigan 48710. In the event that a person or persons wish to contact the Office of Civil Rights directly, they should address their inquiries to the Office of Civil Rights, Region Five. O. O. Barr, Title IX Coordinator. Pl. Bldg., Room 222, 55 Erie View Plaza, Cleveland, Ohio 44114. Phone: (216) 293-4970.

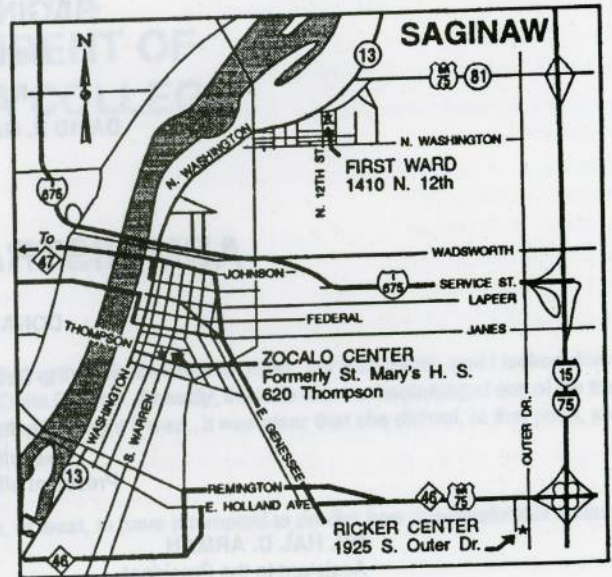
In accord with the 1976 Higher Education Amendments, Section 493 A (P.L. 94-482), data and information regarding student retention at Delta College and, when available, the number and percentage of students completing programs is available to prospective and enrolled students who request information from the Delta College Office of Research and Development.

Tri-County Map



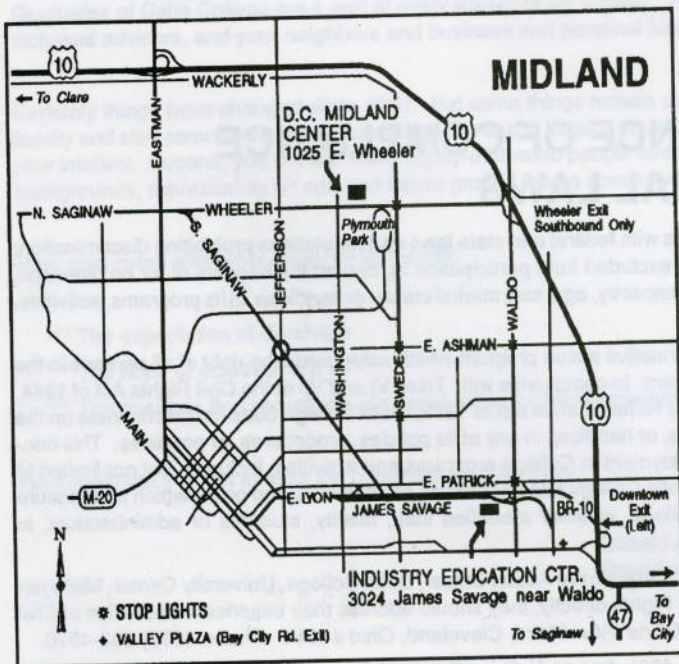
Saginaw Centers

First Ward - 1410 N. 12th
 Ricker Center - 1925 S. Outer Dr.
 Zocalo Center - 620 Thompson



Midland Centers

Industrial Education Center - 3024 James Savage Rd.
 Midland Center- 1025 E. Wheeler



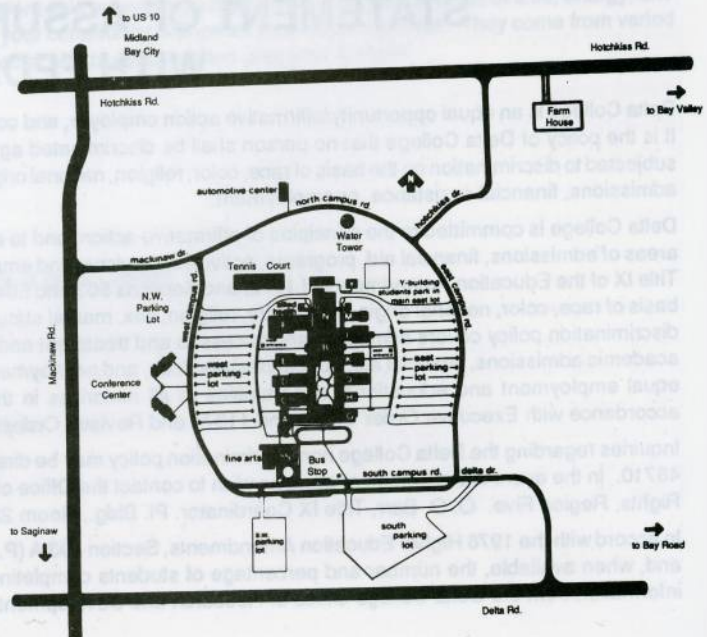
Campus Map

PARKING

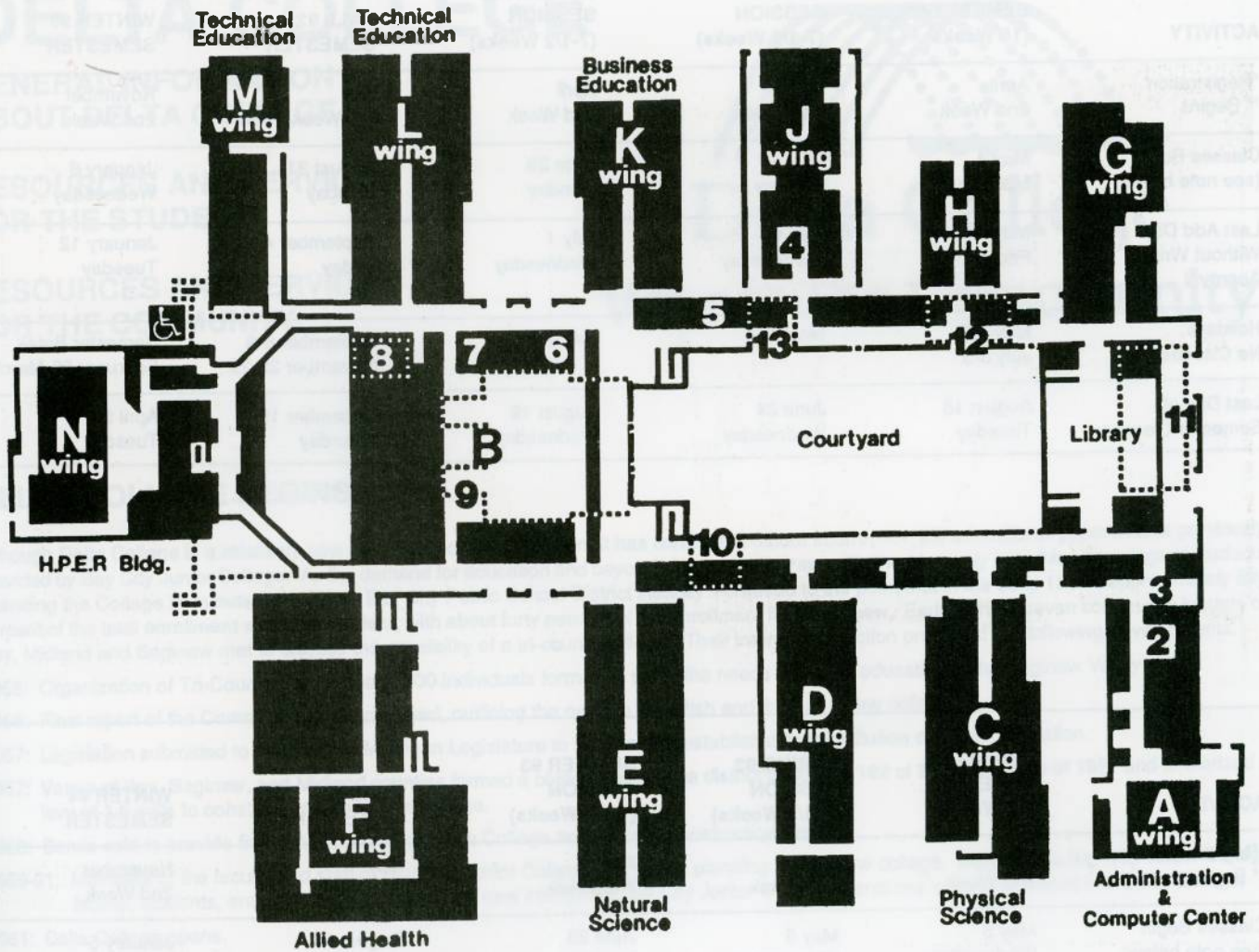
The College provides adequate free parking for all students, visitors, faculty and staff. Some campus parking is restricted and requires a permit. These areas are handicapped zones, the car pooling areas, and faculty/staff lots.

Permits for car pooling and handicapped zones are obtained from Campus Police (B-101).

Note: Any vehicle parked in handicapped zones or in undesignated parking areas will be towed immediately without warning at the owner's expense.



PHYSICAL PLANT LAYOUT



MAIN FLOOR

Admissions/Assessment/Welcome Center
 Registrar Services
 Registration Center
 Financial Aid
 Counseling
 Campus Police
 Health Services

1
2
3
4
5
6
7

DOWNSTAIRS

Commons (Food Service/Bookstore) 9
 Community Services 10
 Broadcasting/TV 19/35
 FM 90.1 11
 Teaching/Learning Center 12
 Career Planning Center 13

UPSTAIRS

Planetarium

8

ACADEMIC CALENDAR 1992-94

ACTIVITY	SPRING 92 SEMESTER (15 Weeks)	SPRING 92 SESSION (7-1/2 Weeks)	SUMMER 92 SESSION (7-1/2 Weeks)	FALL 92 SEMESTER	WINTER 93 SEMESTER
*Registration ** Begins	April 2nd Week	April 2nd Week	April 2nd Week	July 4th Week	November 2nd Week
Classes Begin (see note below)	May 4 Monday	May 4 Monday	June 29 Monday	August 31 Monday	January 6 Wednesday
Last Add Day Without Written Approval	May 8 Friday	May 6 Wednesday	July 1 Wednesday	September 4 Friday	January 12 Tuesday
Holidays: No Classes	May 25 July 3-5	May 25	July 3-5	September 6-8 November 25-29	Semester Break February 28-March 7
Last Day of Semester Classes	August 18 Tuesday	June 24 Wednesday	August 19 Wednesday	December 19 Saturday	April 27 Tuesday

ACTIVITY	SPRING 93 SEMESTER (15 Weeks)	SPRING 93 SESSION (7-1/2 Weeks)	SUMMER 93 SESSION (7-1/2 Weeks)	FALL 93 SEMESTER	WINTER 94 SEMESTER
*Registration ** Begins	April 2nd Week	April 2nd Week	April 2nd Week	July 4th Week	November 2nd Week
Classes Begin (see note below)	May 5 Wednesday	May 5 Wednesday	June 28 Monday	August 30 Monday	January 5 Wednesday
Last Add Day Without Written Approval	May 11 Tuesday	May 7 Friday	June 30 Wednesday	September 3 Friday	January 11 Tuesday
Holidays: No Classes	May 31 July 5	May 31	July 5	September 5-7 November 24-28	Semester Break February 27 - March 6
Last Day of Semester Classes	August 19 Thursday	June 25 Friday	August 18 Wednesday	December 18 Saturday	April 26 Tuesday

*Further registration information is detailed in each semester's Class Schedule Booklet.

**All new students must be admitted to Delta College prior to Registration. See page 33 of this Catalog for Admission procedures.

COMMUNITY SERVICES CLASSES: Registration dates, times and procedures are different from the above. Consult your Community Services Schedule published each semester.

There are classes beginning other than these dates. See Class Schedule Booklet for dates.

INTRODUCING DELTA COLLEGE

GENERAL INFORMATION ABOUT DELTA COLLEGE

RESOURCES AND SERVICES FOR THE STUDENT

RESOURCES AND SERVICES FOR THE COMMUNITY



Delta College
We are the Opportunity

DELTA COLLEGE BEGINS

Although Delta College is a relatively new and independent institution, it has continued without interruption the educational opportunities previously provided by Bay City Junior College. As the demand for education and beyond high school increased in the tri-county area the percentage of students attending the College from outside the K-12 Bay City Public School District steadily increased to the point that in the early 1950's approximately fifty percent of the total enrollment was non-resident, with about forty percent of the enrollment from Saginaw. Early in 1955 seven community leaders of Bay, Midland and Saginaw met to discuss the possibility of a tri-county college. Their interest and action prompted the following developments.

1955: Organization of Tri-County Committee of 300 individuals formed to study the needs of higher education in the Saginaw Valley area.

1956: Final report of the Committee of 300 received, outlining the need to establish and finance a new college.

1957: Legislation submitted to the State of Michigan Legislature to finance and establish a new institution of higher education.

1957: Voters of Bay, Saginaw, and Midland counties formed a community college district under Act 182 of the Public Acts of 1957 and authorized a levy of 1.5 mills to construct and operate a college.

1958: Bonds sold to provide financial structure for Delta College and campus construction began.

1959-61: Members of the faculty and staff of Bay City Junior College assisted in planning for the new college. Many of the Bay City Junior College faculty, students, and staff became part of the new college as Bay City Junior College operations were assimilated into Delta College.

1961: Delta College opens.

CAMPUS SITE

The college is located on a 640-acre campus complex in Bay County. Noted for its beautifully landscaped center garden, the College has miles of nature grounds, an outdoor classroom, running and fitness trails, tennis courts, archery and golf areas, as well as a covered bridge. The natural surroundings of Delta College positively enhance the learning process of students. The Delta College site, at University Center, Michigan, in Bay County, lies almost midway between the counties' major cities of Saginaw (69,512), Bay City (38,936), and Midland (37,819). This triangle forms the heart of the Saginaw Valley area which is drained by the Saginaw River and its tributaries, northward to the Saginaw Bay and Lake Huron. Bay County adjoins the Bay, an important recreational area and water-way, whose ports are part of the St. Lawrence Seaway system.

TRI-COUNTY DISTRICT

The tri-county area is one of the major concentrations of population within the state. The 1990 population census reports an area population of approximately 399,320. Sixty-three percent of the people are classified as urban residents, with forty-four percent within city limits.

There are many ethnic groups in the tri-county district and they are represented in Delta's student body. Blacks constitute the largest minority group, with less than one percent in Midland County, approximately two percent in Bay County, and twelve percent in Saginaw. Over 25,000 individuals with Spanish surnames comprise a second minority group and make up about three percent of the tri-county population. Other ethnic groups are mostly European and Native American.

The high percentage of urban population can largely be explained by the concentration of industry within the area. Over ninety-five percent of the employed work force are in occupations other than agriculture. Each county has a major concentration of industry. The Dow Chemical Company and Dow Corning Corporation have large plants and international corporate headquarters in Midland. Bay City's employment centers around Chevrolet Motors. Saginaw, the largest industrial center, has a number of General Motors industries and has the largest foundry concentration in the country.

The tri-county area is also well known for its agricultural products. Sugar beets, beans, and potatoes are grown extensively throughout the Valley. On a national basis, Saginaw and Bay County rank number one and two in sugar production and one and five in bean growing, respectively. Beans are shipped from the area to foreign ports. The farms are operated with a high degree of mechanization.

ACCREDITATION

Delta College is accredited by and is a member of the North Central Association of Colleges and Secondary Schools. Initial accreditation was granted the College in October, 1962 by the Michigan Commission on College Accreditation. A status study to prepare for candidacy was submitted to the North Central Association of Colleges and Secondary Schools in May, 1964, as a first step toward regional accreditation. College officials were notified in July, 1966, that the College had been accepted as a candidate for accreditation based on a report of a North Central visitation team. The *Self-Study Report* was completed in May, 1967, and accreditation was granted in April of 1968. North Central has subsequently reaccredited the College in 1973 and 1984. The College is scheduled to be evaluated in 1993-94. Several occupational academic programs also have received additional accreditation status from their corresponding professional boards, councils, or regulatory groups. These groups are specified by name within the program descriptions stated within Section three of this catalog.

Delta College is also a member institution of the American Association of Junior Colleges, the Michigan Associations of Collegiate Registrars and Admissions Officers, and the Michigan Academy of Arts, Sciences, and Letters.

NATIONAL LEAGUE FOR INNOVATION

Delta College is a charter member of the National League of Innovation in the Community College. The League is comprised of seventeen college districts with 54 campuses in eleven states, enrolling more than 500,000 students. Delta's membership is significant recognition that is devoted to improvement of learning through experimentation and innovation. The League places a strong emphasis on research, evaluation, and dissemination of information on innovations. In this way, potentially valuable new approaches to instruction are made known and an opportunity is provided to judge their suitability for use at other colleges. Participation in League activities enables Delta to adapt and adopt those innovative practices which have proved effective elsewhere, while sharing the results of its own innovations with colleges in other districts. This means that residents of the tri-communities of all ages have the opportunity to share in the benefits of improved instruction and services provided by the institution.

MISSION STATEMENT

Delta College is a community college with the mission to provide comprehensive post-secondary programs and services that are accessible to its constituents. To this end Delta is committed to leadership in meeting the educational and training needs of the community, to the delivery of high quality instructional and support programs to a broad range of students, and to equal access to educational opportunity through open admissions.

Delta is dedicated to an open relationship with business, industry, and the professions as well as other institutions or groups where cooperative efforts may be mutually beneficial.

Delta is committed to the social, cultural, and economic development of the College district.

PROGRAM GOALS

The mission of Delta College is manifested through goals which include, but are not limited to, provision of high quality programs and services leading to:

1. Post-secondary Associate degrees, certificates, and other credentials of achievement.
2. Lower division preparation for college and university transfer.
3. Occupational entry preparation.
4. Occupational upgrading and retraining.
5. General education.
6. Educational partnerships with business, industry, government, and other institutions.
7. Education for personal growth.
8. Support for student needs and informed choice in academic, personal, and career decisions.
9. Basic skill development remediation.
10. Instructional resources and support to enhance teaching and learning.
11. Collaboration with secondary schools, other colleges and universities.
12. Enrichment to wellness (such as intellectual, physical, emotional, social, recreational, cultural, occupational, and spiritual well-being).
13. Development of community resources, community leadership, and public service.

OPERATIONAL GOALS

Operational goals exist at Delta College to provide direction to the College as it manages its resources to implement program goals in an effective and efficient manner.

Operational goals of Delta College are:

1. To maintain an effective organizational and governance structure which supports the College program goals and fosters open communication between students, faculty, administration, staff, and Board of Trustees.
2. To provide equal employment opportunity and equal educational opportunity to all. In addition, the College is committed to an affirmative action program.
3. To provide the means for implementing systematic assessment, evaluation, and planning of College programs and services, with high scholarly and professional standards.
4. To provide for professional and curricular response to technological, economic, and social change.

VALUES STATEMENT

At Delta College, we value our students, our employees and our constituents. As we hold the institution in trust for them we aspire to these ideals:

THE LEARNING EXPERIENCE AND THE PURSUIT OF KNOWLEDGE: Our students and our personal and intellectual growth depends upon the pursuit of knowledge and an appreciation for life-long learning.

ACCESS: Our commitment to an open door policy ensures that our constituents may exercise their legitimate right to access college services.

PROFESSIONAL INTEGRITY AND COLLEGIALLY: Our ethics and our respect for others guide our relationships, professional activities, and the performance of our duties to the best of our ability.

ACADEMIC FREEDOM: Our dedication to the free exchange of ideas and information promotes our growth as an educational institution.

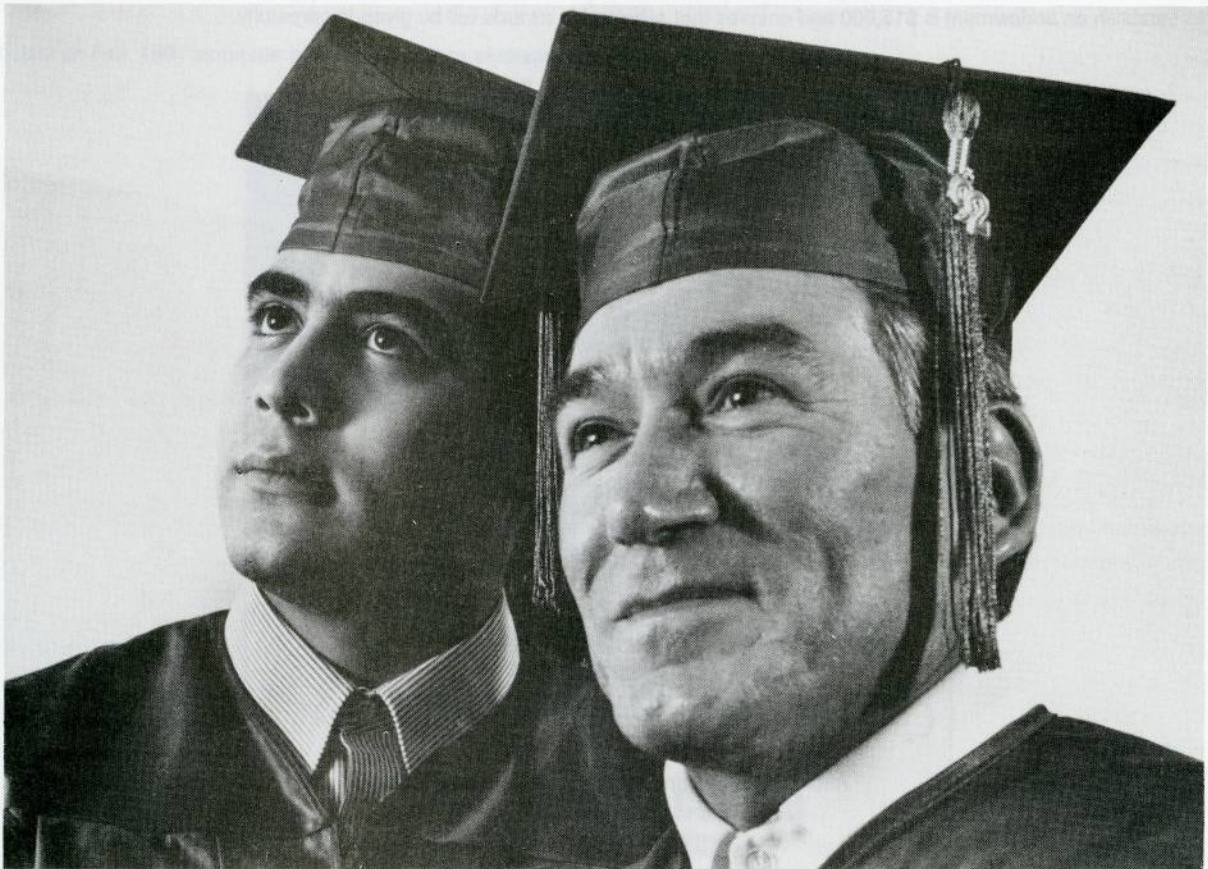
QUALITY: Our commitment to quality programs and services ensures our response to a dynamic environment through self-evaluation and innovation.

DIVERSITY: Our college reflects the needs of our diverse college community.

SHARED GOVERNANCE: Our trust in shared governance compels us and our students to contribute to the evolution of college policies and operating procedures.

COMMUNITY LEADERSHIP AND SERVICE: Our local and global participation and leadership exemplifies dedication to our mission.

ENVIRONMENTAL SAFETY: Our obligation to clean, comfortable, safe, efficient, and current facilities aids in the fulfillment of the Delta College mission.



1992 Father and Son Graduates: Steve and Peter Sanchez

Photo Courtesy of The Bay City Times

DELTA COLLEGE FOUNDATION

The Delta College Foundation is a nonprofit, tax-exempt educational corporation organized under Michigan law to receive gifts, grants, loans, bequests, and scholarships in behalf of the students, staff, or the institution. Gifts received through the Foundation are tax deductible for the donor.

The primary purpose of the Foundation is to solicit private sector financial support to extend the broadest possible opportunity for educational benefits to the residents of the tri-counties (Saginaw, Bay, Midland counties).

To this end, the Foundation accepts gifts of real and personal property as well as monies, receives bequests or devices by will or upon trusts, the same as an individual; supplements the programs and activities of the College, and promotes educational services.

I. Institutional Enrichment

To provide to Delta College the broadest range of financial support possible to ensure the diversity and quality of services from Delta College to the community.

II. Student Financial Assistance

To provide financial assistance to students of all ages and circumstances. To provide scholarships which recognize academic excellence for students of all ages regardless of financial needs.

III. Capital Requirements

To obtain funding for the College to construct buildings identified in the College's master plan, to maintain the College campus grounds and facilities, and to ensure an appropriate inventory of instructional/teaching equipment.

IV. Faculty/Staff Enrichment

To support professional and personal growth activities of faculty and staff.

V. Innovative Projects

To encourage innovative programs which benefit the College and community.

Delta College Foundation Board of Directors: Jack J. Rehmann, Chairman, Saginaw County; William H. Hargreaves, Vice-Chairman, Midland County; Donald J. Carlyon, Secretary/Treasurer; Karen M. MacArthur, Executive Director; Gene E. Packwood, Research and Development; Bay County Representatives: Robert L. Hetzler, Paul A. Rowley, H. Stacy Smith, Jr., Clifford C. Van Dyke, Alice Wirt; Midland County Representatives: A. S. (Steve) Arbury, Jr., John A. Fuller, Lawrence J. Washington, Jr.; Saginaw County Representatives: David R. Gamez, Patricia L. Learman, Henry H. Nickleberry

Delta College Foundation Office Staff: Karen M. MacArthur, Executive Director of Fund Development; Amy M. Silk, Special Events Coordinator; Barb Szczesniak, Office Coordinator

Scholarships available for students at Delta College are made possible through endowments established by generous donors. The minimum amount necessary to establish an endowment is \$15,000 and ensures that scholarship awards will be given in perpetuity.

Donald J. and Betty Carlyon Scholarship
Delta College Business Division Endowment
Delta College Employees Scholarship for Students
Delta College Foundation Scholarship Endowment
Louis W. Doll/Patricia Drury Scholarship
Gene R. Duckworth Scholarship
Robert M. Gohlke Memorial Scholarship
Honors Student Scholarship
Walter and Sophie Kilar Scholarship
King's Sons and Daughters Scholarship
W. R. and Edith Knepp Scholarship
Gary Laatsch Scholarship
William H. "Buddy" Oates Scholarship
Renee L. Rookard Scholarship
Clifford and Grace Saladine Scholarship
Van DeWitt and Ruth Simmons Scholarship
Paul Sowatsky Scholarship
Lola Bishop Whitney Scholarship
Jack and Alice Wirt Scholarship
Alton, Sr., Alma, and Alton, Jr. Zucker Scholarship

PROFILE OF STUDENTS

When Delta College opened its doors in September, 1961, there were 1,700 students, and with few exceptions, enrollment has increased every semester. In the Fall 1991 semester, approximately 17,000 academic and skilled trades students plus 2,000 community education students were enrolled in courses and programs on campus and throughout 40 neighborhood centers. Who are these students and why do they enroll at Delta? Actually, there is no Delta College student stereotype as students differ considerably in their ethnic, social, economic backgrounds and educational goals. Most (about 90%) students reside in the tri-county district or come from other Michigan counties and more students are enrolled on a part-time basis than those attending full time because most students are also working full or part time. Some are rich, some are poor, most are neither but approximately 70% of students enrolled for 6 or more academic credit hours receive some form of financial aid. Some have precise career plans while others want to explore before they decide, some are taking classes for personal enrichment reasons. What most have in common, though, is that they are seeking to learn and improve their lives. Over the years, students have been asked by other colleges about their reasons for choosing and attending Delta and the five major reasons given have been: location of Delta (close to home and/or work); curriculum or programs offered; low costs; course work relevant to goals; quality of instruction. The diversity of students at Delta College is illustrated below.*

Student Credit Hour Load

1-5 Credit Hours	33.8%
6-8	21.3%
9-11	13.0%
12 or more credit hours	31.9%

Class Designation

Freshmen	60.6%
Sophomores	39.4%

Student Age Distribution

1-19 years old	24.6%
20-24	30.1%
25-29	13.7%
30-44	26.6%
45 and over	4.9%
Not designated	.1%

Geographic Residences

Bay County	30.4%
Midland County	13.6%
Saginaw County	45.2%
Other Michigan Counties	10.5%
Other States	.2%
Foreign Countries	.1%

Ethnic Backgrounds

Black	6.1%
Caucasian	87.3%
International	.1%
Asian	.5%
Hispanic	3.3%
Native American	.5%
Not designated	2.2%

Declared Curricula Choices

Occupational Programs	46.7%
Transfer Programs	32.6%
Personal Enrichment	4.3%
Undecided	14.2%
Not designated	2.2%

Sex of Students

Males	39.7%
Females	60.3%

Class Times Attending

Day hours only	48.7%
Day and evening combination	26.5%
Evening hours only	24.8%

* Figures based on Fall, 1991 semester and pertain only to students enrolled in academic courses.

Shouldn't You Know Where 100,000 People Have Learned . . .

The Constitution Lives

The Genius of Bach

The Art of Impressionism

The Odd Behavior of Groups

The Magic of Computers

The Science of Mother Nature

The Business of America

Admissions 686-9092 or from Midland 662-4431 ext 9092



Delta College
Enroll Today

We Are The Opportunity

RESOURCES AND SERVICES

INTRODUCTION

Delta College, being a comprehensive community college, offers college transfer courses, technical-vocational curricula, and community service courses. Delta attracts a student body with a vast difference in age, ability, and social backgrounds. As a result of this setting, the successful instructional program must be complemented by competent learning resources, developmental courses, student counseling, advisement, career planning, placement, financial assistance, extra-curricular activities, registration, and recordkeeping. Students, in addition to learning academic or vocational skills, need to learn to relate to and communicate with other people and to make intelligent choices in a society marked by complexity, change, and constant decision confrontations.

A conceptual model for the community college attempts to keep the student as the heart of the total educational enterprise. All programs, services, and facilities exist because the student is here. Functionally, the College is organized to provide administrative, instructional, and student services to the student clientele and community at large. Learning is a vital process, and the goal of the institution is to create an environment which will facilitate learning.

The role of the following services, therefore, is to enable the student to take full advantage of a total learning process. These services have been developed to complement each learning activity, leading to fulfillment of individual educational potential.

RESOURCES AND SERVICE AREAS ARE LISTED IN ALPHABETICAL ORDER. OFFICE HOURS STATED ARE FOR THE FALL AND WINTER SEMESTERS AND WILL VARY BETWEEN MAY AND AUGUST.

ADMISSIONS OFFICE (WELCOME CENTER)

Location: Main Building between C & D wings Phone 686-9093

Office Hours: Monday - Thursday 7:30 a.m. - 7:00 p.m.
Friday 7:30 a.m. - 4:30 p.m.

The Admissions Office is a comprehensive Community Information Service Office. Its main purpose is to keep the tri-county and surrounding community aware of the many services and curriculum opportunities offered by the College. Its staff has the mobility and flexibility of presenting information both on and off-campus. The Admissions staff provides direct pre-enrollment services to potential students, high schools, agencies, and other community groupings.

SERVICES OFFERED

- High school and agency visitations
- Presentations to community groups
- Dissemination of pre-enrollment information
- Coordinating special recruitment programs and activities
- Providing campus tours
- Processing applications for admission
- Issuing student numbers and student I.D. cards
- Assistance with completion of admission and financial aid applications

MATERIALS OFFERED

- Admission Applications
- Brochures
- Catalogs
- Information packets by curriculum
- Schedule of Classes
- Viewbooks
- Course Description Booklets
- Applications for Federal Student Aid

AFFIRMATIVE ACTION OFFICE

Location: Main Building Phone: 686-9546
A-2, Lower Level

Office Hours: Monday-Friday 8:00 a.m. - 4:30 p.m.

Delta College is guided by internal policies as well as a number of state and federal laws, which are all for equal opportunity in employment and in educational programs and activities. These policies and laws prohibit discrimination on the basis of race, color, age, religion, national origin, sex, marital status, height, weight, and mental or physical handicap. In addition, retaliation against individuals who have filed complaints or grievances is prohibited. College policy and federal laws require implementation of appropriate affirmative action measures to overcome the effects of past societal discrimination against racial minorities, women, veterans of the Vietnam-era, and handicapped persons.

A. WHAT IS EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION?

Equal Employment Opportunity is the right of all persons to work and to advance on the basis of merit, ability, and potential and not be discriminated against based on race, color, religion, national origin or ancestry, age, sex, marital status, or handicap.

Affirmative Action is the means by which the condition of equal employment opportunity is achieved. Affirmative Action has also been defined by law as "a set of specific and result-oriented procedures: with the objective of achieving equal employment opportunity." Those result-oriented procedures are outlined in Delta's Affirmative Action Plan.

B. WHAT IS DISCRIMINATION AND WHAT CAN I DO ABOUT IT?

Discrimination is making a distinction between individuals on the basis of race, color, age, religion, national origin, sex, marital status, height, weight, and mental or physical handicap. Discriminatory behavior is characterized as racism or sexism and can be directed either at an individual or a group. In its dedication to individual achievement, Delta College cannot and will not tolerate unlawful discrimination.

If you are a student and either observe or are the recipient of an action that you perceive as discriminatory, record the matter and contact either the Vice President of Student Services or the Affirmative Action Officer.

C. WHAT IS SEXUAL HARASSMENT?

Sexual Harassment is unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

- * Submission to such conduct or communication is made a term or condition either explicitly or implicitly of an individual's employment or education.
- * Submission or rejection of such conduct by an individual is used as a basis for employment or academic decisions.
- * Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment, education, or creating an intimidating, hostile, or offensive employment, or educational, environment.

Basically, sexual harassment is when someone makes you think you'll get in trouble, lose your job, grade, or some service unless you give in to sexual advances or put up with sexual remarks or actions.

D. WHAT CAN I DO ABOUT SEXUAL HARASSMENT?

First, be sure that the harasser knows you do not welcome these advances. State your objections clearly when it first begins, don't just hope the problem will go away.

If the harassment continues, don't keep it to yourself. Take your complaint to either the Affirmative Action Officer or the Vice President of Student Services. Informal complaints are handled confidentially and may be resolved quickly. Talk to other students or coworkers and tell them what is happening to you. Ask if they have had similar problems with your harasser. Keep notes on when your problem occurred and what you said or did. This information will assist the college in handling your complaint.

If you have any questions or concerns about equal employment opportunity, affirmative action, discrimination, or sexual harassment, feel free to contact either the Affirmative Action Officer, A-2, 686-9546 or the Vice President of Student Services, A-119, 686-9339. **IT'S OKAY TO ASK....!**

ASSESSMENT/TESTING SERVICES

Location: Welcome Center Phone: 686-9338
Main Building between C & D wings

Office Hours: Monday - Friday 8:00 a.m. - 4:30 p.m.

Assessment/Testing Services administers a variety of standardized testing instruments to assist students and clients in measuring their skill levels, aptitudes and career interests. Approximately twenty-five (25) national examination programs are available to the college community. Among these tests are: the General Educational Development Test (GED), ASSET, ACT, and several professional certification exams including APICS, ASE, CLU and DANB.

Delta College requires new students to participate in the STEPS TO SUCCESS program. As part of this program, Assessment/Testing Services administers the ASSET test, a basic skills assessment battery which includes writing skills, reading skills, numerical skills and algebra, to assist students in making appropriate course selections. A schedule of Asset testing dates is published each semester by the Admissions Office.

Credit for Prior Learning (CPL) Program, another service provided by the office, is designed for students who have gained, through related work experience and/or training, learning that may be equivalent to content taught in actual college courses. The four basic methods used to assess prior learning are: College Level Examination Program (CLEP), Credit-By-Discipline Exams (CDE), Credit-By-Portfolio and/or Credit-By-Training.

Assessment/Testing Services are also available to the business community and/or public service agencies on a contractual basis. Through these contracts, employers are assisted in identifying individuals whose skills best match job requirements. Career assessment is also available for those seeking a job change.

AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM (ASEP)

Location: Fine Arts Building Phone: 686-9564
S-248

Office Hours: Monday-Friday 8:00 a.m. - 4:30 p.m.

The General Motors (GM) Automotive Service Educational Program (ASEP) is an associate degree automotive program designed to upgrade the technical competence and professional level of the incoming dealership technician. The entire program requires 96 weeks of training, with 48 weeks spent on the Delta College campus and 48 weeks in a GM dealership. Each specialized subject is dealt with in the classroom and laboratory on campus and is immediately followed by related work experience in the dealership. This rotation system continues until the program is completed.

Admittance into the ASEP program is contingent upon sponsorship by a GM dealership. Please contact the ASEP office for an application and more program information.

BOOKSTORE

Location: Main Building
N.W. corner of Commons, Lower Level Phone: 686-9030

Store Hours: Monday - Thursday 7:45 a.m. - 8:30 p.m.
Friday 7:45 a.m. - 4:30 p.m.

The Delta College Bookstore is a modern, self-service facility dedicated to providing the best possible service to students, faculty, and staff.

MATERIALS SOLD

- Textbooks • Greeting cards • Workbooks • School supplies • Lab manuals • Art materials • Paperbacks & magazines
- Drafting equipment • Study aids • College rings • Sportswear • Stuffed animals and other novelties

BROADCASTING

(WUCM/WUCX TV 19/35 & WUCX-FM 90.1)

Location: Main Building
A-98, Lower Level Phone: 686-9351

Office Hours: Monday-Friday 8:00 a.m. - 4:30 p.m.

Television and Radio facilities at Delta College provide an educational opportunity for the tri-county area comparable to that available in some of the largest metropolitan centers of the United States.

As a logical extension of the community service responsibility of a community college, Delta College owns and operates WUCM-TV Channel 19 and WUCX-TV Channel 35 in the Thumb, public television stations. Delta College also operates a public radio station, WUCX-FM 90.1, jointly with Central Michigan University. The stations are affiliated with national and regional satellite-interconnected educational networks.

Delta Broadcasting provides educational, cultural, and public affairs programs to the residents of the district which Delta College serves. To fulfill this responsibility, Delta Broadcasting transmits daily instructional programs, college courses, children's programs, and cultural programs to the general home and audience. Local productions focus on public affairs and community involvement.

In addition to its broadcasting stations and production activities, Delta Broadcasting also operates an Instructional Television Fixed Service (ITFS) system. In conjunction with local cable television companies, educational and instructional programming is transmitted from Delta's campus into the homes of cable subscribers, into the local K-12 schools, and into various business and industrial sites throughout the tri-city area.

Delta Broadcasting is also responsible for the academic curriculum described elsewhere in this catalog. For additional information and tours, call 686-9351.



BUS TRANSPORTATION

Bus transportation to and from Bay City and Saginaw is provided by commercial operators. This service allows the student to arrive early each day in time for class and return home at the close of day classes.

Detailed bus schedules may be picked up at the Cashiers Office, or in E-130, Instructional Support Services.

CAMPUS POLICE DEPARTMENT

Location: Main Building Phone: 686-9111
Room B-101, Across from East Main Entrance

Office Hours: Open 24 hours a day; 7 days a week

The Campus Police Department is primarily responsible for providing safety and security services, enforcing traffic and parking regulations and conducting criminal and accident investigations. All Campus Police Department Officers are required to meet the Michigan Law Enforcement Officers Training Council Minimum Training Standards as prescribed by State Statute. In addition, Officers are Deputy Sheriffs of Bay County. Members of the college community can contribute greatly to the safety of students, staff and other individuals by utilizing preventive measures and reporting to the Campus Police Department violations of the rights of others.

SERVICES PROVIDED

- Protection of persons and property
- Traffic control and enforcement
- Public and motorist assistance
- Enforcement of state and local laws
- Crime prevention programs & information
- Crime prevention
- Lost and found
- Emergency first-aid
- Criminal investigations
- Accident investigations

CAREER PLANNING & PLACEMENT SERVICES

Location: Main Building Phone: 686-9072
Lower Level, East Concourse

Office Hours: Monday - Thursday 7:30 a.m. - 7:30 p.m.
Friday 8:30 a.m. - 4:30 p.m.

I. CAREER PLANNING SERVICES

Phone: 686-9072

The department serves students, faculty, staff and the general public in planning a first career or changing to a new career. A model of Self-awareness, Career Awareness, Decision Making, and Planning is suggested. Resources available to assist those making career choices include:

Computerized Career Guidance Systems

SIGI-PLUS which allows individuals to examine and weigh the importance of their work values, interests and skills; identify occupations matching these important items; gather information on various careers; and learn a strategy for making a realistic decision.

MICHIGAN OCCUPATIONAL INFORMATION SYSTEM (MOIS) provides individuals with a list of possible occupations based upon their answers to several work-related questions. State and national information concerning earnings and outlook is listed. Also, noted are educational opportunities throughout the state including costs, admissions requirements, and contacts for information.

EUREKA MICRO-SKILLS INVENTORY allows users to select skills they would like to use in careers. They then receive a list of occupations which need those skills. Brief career information also appears.

Career Descriptions including requirements, typical training needed,

outlook and earnings are available in a variety of formats including videos, files, books, micro-fiche, and flyers.

Career Consultants File consists of community representatives willing to discuss their careers with people making decisions about their futures.

Educational and Training Information includes college catalogs from all Michigan colleges and universities; listings of vocational/technical schools; home-study opportunities; and basic information on U.S. colleges and universities.

College Field Trips taken to several of Michigan's four year colleges and universities and universities enable Delta students to better assess those institutions' facilities and programs prior to transferring.

Labor Market Information and Resources include: Labor Market concepts and principles, supply/demand information and educational demands.

II. EMPLOYMENT ASSISTANCE

Phone: 686-9074

Employability skills development. Aid in developing effective resume writing, interviewing and job search techniques is provided primarily through workshops and videos. People needing help with specific problems may make appointments.

Student employment is available to students currently enrolled and attending academic or community education classes. Many positions are targeted at needy students participating in the Work-Study financial aid program. While most jobs occur on-campus, a variety are located in the community. As many departments try to hire new student employees prior to the beginning of fall semester, students should inquire about such jobs and the work-study program several months in advance.

Career, part-time, and seasonal employment leads are available to job ready Delta students, former students, and alumni who register with the department. Graduates of other Michigan colleges may also register for employment services. As positions become available, applicants are matched to them by computer, notified of the openings and referred to prospective employers.

Employers' Library provides valuable information to those planning a job search or preparing for an interview. Literature, videos, and directories explain what an organization sells or manufactures, or the services it delivers as well as general background information.

In case of an extended period of unemployment, the applicant is advised to make an appointment with a placement representative.

III. Single Parent/Sex Equity Program

Location: Main Building
Lower Level, East Concourse Phone: 686-9390

Office Hours: Monday - Thursday, 7:30 a.m. - 7:30 p.m.
Friday 7:30 a.m. - 4:30 p.m.

The Single Parent/Sex Equity Program is funded by the State Department of Education to assist single parents, homemakers/displaced homemakers, single pregnant women, and non-traditional job trainees attend school. The program provides career testing, counseling services, transitional classes, and support services. Students who qualify can receive grant funds to cover the cost of tuition, fees, books, uniforms and tools for academic and non-academic vocational programs.

CENTER (OFF-CAMPUS) SERVICES

Location: Main Building Phone: 686-9221
E-130, between D & E wings

Office Hours: Monday - Thursday 8:00 a.m. - 7:30 p.m.
Friday 8:00 a.m. - 4:30 p.m.

The Office of Center Services is responsible for coordinating and providing services for off-campus centers which offer Delta's courses and services. The office develops community liaisons which allow for the availability of Delta's services, maintain a positive working relationship

with Center Directors and develops and maintains communication channels with local communities to ensure cooperative educational opportunities exist within the local communities. The office brings the college into the community.

SERVICES OFFERED

- Coordination of: Admissions, Counseling, Registration
- Assists in the development and scheduling of Academic as well as Community Services courses within the Centers.
- Provides a scholarship program for graduates of the adult high school completion programs at the Centers.

Delta College offers courses and services in thirty off-campus locations. Major centers include the Midland Center located at 1025 E. Wheeler Road in Midland and in Saginaw: First Ward Community Center, 1410 N. 12th and Ricker Center, 1925 S. Outer Drive.

Detailed maps are available in the Registration Center or the Instructional Support Services Office. (E-130)

CHILD DEVELOPMENT CENTER

Location: Y-Building Phone: 686-9334
Northeast of Main Building

Center Hours: 7:45 a.m. - 4:30 p.m.
(closed during summer session)

This Center is accountable for providing an atmosphere of environmental enrichment for pre-school children (2 1/2-6 years of age) with a balanced schedule of daily activities based on the developmental needs of pre-school children, including intellectual stimulation, emotional stability, large motor activity, rest, and nourishment. The Preschool Center also provides an opportunity for Delta students to observe and participate in the Center activities related to their academic programs of study. The Preschool Center serves children of Delta students (faculty/staff as space limitations permit) throughout the fall and winter semesters. (Spring session days/hours depend upon enrollment). For the fee schedule, please call the Preschool Center.

COMMUNITY DEVELOPMENT

Delta College faculty and staff, as well as supportive physical resources, make community research and study available to qualified organizations. Faculty and staff combine as individual and interdisciplinary consulting teams to provide a further source of community development. Studies as diverse as the needs of senior citizens to computerizing high school administrative functions are typical community development services.

The data census bank at Delta College, for example, has stored on computer the latest census information. This information will be made available to the citizen, agencies, and business/industrial sector of the tri-counties at cost.

At present, several offices are involved in community development. However, primary responsibility rests with the Offices of Research and Development, Community Services, and Academic Affairs. Also involved are Labor Management Center & Business/Industry Outreach.

For further information please call:

Research and Development 686-9205
Community Services 686-9413
Academic Affairs 686-9296

COOPERATIVE EDUCATION

Location: Allied Health Building Phone: 686-9474
F-40, Lower Level

Office Hours: Monday - Thursday 8:00 a.m. - 4:30 p.m.
Friday 8:00 a.m. - 4:00 p.m.

The program is designed for students enrolled in at least six credit hours at Delta College and majoring in one of the following areas: General Business Studies; Business Administration; Accounting; Office/Clerical; CIS; Criminal Justice; Engineering Technology; Pre-Engineering; and Science.

The requirements for the program are as follows:

1. Students must have a GPA of at least 2.7 to be eligible for employment with Dow Chemical USA and Michigan Division.
2. Students must have a GPA of at least 2.6 to be eligible for employment with Dow Corning, Saginaw Division General Motors, and VA Medical Center.
3. Student must have a GPA of at least 2.0 to be eligible for employment on campus and with area businesses.
4. Students must have one year (or more) of studies remaining at Delta before graduating or transferring.
5. Students must be enrolled in 12 credits (full-time status) for employment with Dow Chemical USA and Michigan Division, Dow Corning, and VA Medical Center.
6. Students must be enrolled in at least six credits for employment at Saginaw Division General Motors, on-campus, and with area businesses.
7. To be considered for co-op, student must submit an **updated** resume and obtain a copy of their **most recent** transcript from the Records and Registration Office for \$2.00 and submit to the co-op office.
8. Once students are hired into a position through the co-op program, they **must** enroll in a three-credit co-op class during the fall and winter semesters. Once they have been on the job for one year and have completed the two three-credit classes, they must enroll in 2 two-credit co-op classes (also offered fall and winter semesters). The co-op credits are included in the total number of credits they must take each semester.
9. Students would work between 15-25 hours per week (possibly more during the spring and summer semesters).

Major co-op employers include: Dow Chemical USA, Corporate Division; Dow Chemical USA, Michigan Division; Dow Corning Corporation; Saginaw Division General Motors Corporation; VA Medical Center; On-Campus; and Area Businesses

Co-op pay ranges from \$4.25 - \$7.50/hr.



COUNSELING CENTER

Location: Main Building Phone: 686-9330
Between J and K wings

Center Hours: Monday - Thursday 7:30 a.m. - 7:30 p.m.
Friday 7:30 a.m. - 4:30 p.m.

Many important decisions and situations will confront you while you are a student at Delta College. You will need to make decisions regarding courses, curricula, career exploration; you may become confused and upset; it may happen that the stresses of your college or personal life will occasionally interfere with your academic achievement. The primary goals of the Counseling Center staff are to help you deal effectively with your concerns and to assist you in understanding yourself as you strive to realize your full potential. The counseling staff is thoroughly committed to maintaining confidentiality in student-counselor communications.

Your first contact with a Counseling Center staff is generally at orientation time when your career and educational plans are discussed and the appropriate choice of courses is made. After enrollment, your counselor is available as often as necessary to help you search for self-understanding, or solutions to your academic, vocational, and personal concerns. Services are provided on both an appointment and a "walk-in" basis. **Listed below is only a sampling of the variety of available counseling services:**

- **Academic Advising:** Curriculum guidesheets outlining required courses and providing career information for all Delta programs and most transfer curricula are prepared by Counselors and available at no cost to you. Counseling Center staff help you choose appropriate courses and assist with the registration process. We recommend that you visit the Center early in the semester to avoid the rush during registration.
- **Transfer College Information:** Current Michigan college catalogues, admission application forms, and a transfer equivalency guide (detailing how Delta courses transfer to many other colleges) are available. Visits to Delta by transfer college admissions representatives are coordinated and announced. As a Delta student, you can view, *upon request*, a comparison of your courses to those of all Michigan State-supported institutions to which you consider transfer.
- **Career and Life Development Courses:** These courses are courses, for credit, taught by counselors and are described in the Applied Behavior Studies (ABS) listings of the current Course Description booklet. The courses are designed to enhance your success, self-confidence, and self-esteem.
- **Personal Counseling:** Counselors will help you gain a better understanding of yourself and the emotional conflicts interfering with your daily living and your college achievement.
- **Career Choice:** On an individual or group basis, counselors will assist you with learning decision-making skills, outlining strategies to reach goals, and assessing your personal strengths and areas requiring enhancement.
- **College Orientation and Information:** Counseling Center staff can acquaint you with college programs, services, and procedures as well as serve as a central informational resource.
- **Crisis Walk-in Service:** A counselor is available to help you deal with your crisis resulting from home, school, personal, or substance abuse concerns.

You are invited and encouraged to utilize Delta College's counseling services *free of charge*. Appointments for all of the above services can be made by calling or visiting the Center. Appointments are one-half hour unless you request one hour. Career and personal counseling appointments should be for one hour.

The following professional disclosure statement is provided in accordance with the requirements of the State of Michigan Department of Licensing and Regulation.

CONFIDENTIAL SERVICES PROVIDED: Strictly confidential services provided by the staff of the Delta College Counseling Center include:

Personal Counseling: Sometimes life at college brings with it self-doubt, worries, or confusion about values. Talking with a professional counselor may help you identify and clarify issues and in finding the coping resources to successfully confront them. Individual counseling is a partnership endeavor where both the counselor and you work together toward your growth, happiness and fulfillment. We also offer group services in: Human development groups; counseling in groups; or consultation. Referrals will be made when warranted.

Career Counseling: Answers to questions, such as "What career? What major? or What college?" are the outgrowth of understanding one's self. They require: Time and thought; assessing your interests and abilities; realistic planning and career information; and recognizing your own style, purposes, and values. Talking with a professional counselor will allow you to discuss your current situation, your hopes, your dreams, your fears, and your questions. In addition, we can help you explore your interests, personality style, values, and some special aptitudes.

Academic/Educational Counseling: Professional counselors can help you in planning your program, choosing a major, or meeting the transfer requirements of a four-year institution. See us if you want to talk about: Grades, if they are a problem; test anxiety; budgeting your study time; assessing your academic progress; evaluating your transcripts and the requirements for graduation; course waiver requirements; curriculum guidesheets; making curriculum changes; or course transferability to other colleges and universities.

DELTA COLLEGE PROFESSIONAL COUNSELING CENTER STAFF, AVAILABLE BY APPOINTMENT:

Donald G. Bieri, M.S., L.P.C.: Counselor Level III and Counselor Chairperson. Mr. Bieri received his M.S. in Guidance and Counseling from Troy State University. He has been with Delta's Counseling Center since 1975.

Marie L. Byas, M.S., L.P.C.: Counselor Introductory Level, Step 2. Ms. Byas received her M.S. in Guidance and Counseling from Fort Valley State College. Marie previously was a counselor at Gainesville College (Gainesville, GA) for two years. She has been with Delta's Counseling Center since 1990.

David L. Davis, M.A., L.P.C.: Counselor Level IV. Mr. Davis received his M.A. in Guidance and Counseling from Central Michigan University. Dave has specialized training in Career Counseling. He has been with Delta's Counseling Center since 1967.

Stephen Konowalow, Ph.D., N.C.C.: Counseling Level III. Dr. Konowalow received his Ph.D. in Educational Sociology from the Department of Behavioral and Theoretical Foundations at Wayne State University. Since 1976, Dr. Konowalow has been a Michigan Certified Social Worker and, since 1984, a National Certified Counselor. Steve specializes in: Success; learning strategies; motivation; maximizing potential; and stress/wellness management. He has been with Delta's Counseling Center since 1966.

Harry Suurna, M.A., M.A., M.A., L.P.C.: Counselor Level III. Mr. Suurna received his M.A. degrees from Western Michigan University; M.A. in Teaching in the Community College, August 13, 1971; M.A. in School Psychology, August 18, 1972; and M.A. in Counseling and Personnel, August 18, 1972. He has been with Delta's Counseling Center since 1972.

Saundra L. Torns, M.A., N.C.C.: Counselor Level III. Ms. Torns received her M.A. in School and Clinical Psychology from Central Michigan University. Ms. Torns is a National Certified Counselor and has been since 1984. Saundra has specialized training in: Systematic desensitization therapy, eliminating of self-defeating behaviors, cynetics, and suicide in addition to experience working with clients in a mental health clinic. She has been with Delta's Counseling Center since 1973.

Larry A. Woiderski, M.A., L.P.C., N.C.C.: Counselor Level II. Mr. Woiderski received his M.A. in Counseling: Student Development Personnel (Higher Education) from Central Michigan University. Mr. Woiderski is a National Certified Counselor and has been since 1984. Larry has specialized training in: Assertiveness; depression; eating disorders; family therapy; holistic health; MMPI scoring and interpretation; Myers-Briggs utilization. He has been with Delta's Counseling Center since 1987.

Harry L. Wolff, M.A., L.P.C.: Counselor Level III. Mr. Wolff received his M.A. in Guidance and Counseling from Central Michigan University. Harry has specialized training in career counseling and working with displaced employees as well as State of Michigan endorsement in counseling in grades K-12. He has been with Delta's Counseling Center since 1968.

Evelyn Wolfgram, M.A., L.P.C., N.C.C.: Counselor Level IV. Ms. Wolfgram received her M.A. in Guidance and Counseling from Michigan State University. Since her M.A. Ms. Wolfgram has attended courses in counseling and continuing education at both Central Michigan University and Michigan State University. Ms. Wolfgram is a National Certified Counselor and has been since 1984. Evy has specialized training in: Assertiveness; suicide; MBTI interpretation; coping with difficult people; stress; loss and dying. Ms. Wolfgram teaches career decision classes. She has been with Delta's Counseling Center since 1968.

COUNSELING FEES: Free to faculty, staff, and students (current, former, and prospective) of Delta College.

LICENSING INFORMATION AND SUSPECTED LICENSE VIOLATIONS:

Michigan Department of Licensing and Regulation

Health Investigation Division

P.O. Box 30018, Lansing, MI 48909 Telephone: (517) 373-1737

COPIES OF THIS STATEMENT ARE AVAILABLE UPON REQUEST AT THE RECEPTIONIST'S DESK IN THE COUNSELING OFFICE.

CRIMINAL JUSTICE TRAINING CENTER

Location: Main Building Phone: 686-9108
G-127

Office Hours: Monday - Friday 8:00 a.m. - 4:30 p.m.

Delta College has been designated as one of the Regional Criminal Justice Training Centers in the state by the Michigan Law Enforcement Training Council and is supported by state funding to offer a wide variety of training courses for rural and urban police officers.

The Basic Police Training School offered at Delta for newly hired officers is required by law. Center in-service training/professional development for currently employed police officers and security personnel includes: courses covering topics such as civil liberties, criminal law, traffic radar, disaster control and white collar crime; specialized one day seminars or conferences ranging from arson investigation to traffic control; Reserve Police Officers Training; full week state and national conferences such as Advance Criminal Investigation, The National Polygraph Workshop, and Hostage Negotiation Seminar. National investigative teams from recent transportation disasters, as well as top crime experts, are among the individuals who provide instruction and technology.

CULTURAL ACTIVITIES

Location: Main Building Phone: 686-9490
A-196, College Relations Office

Office Hours: Monday - Friday 8:00 a.m. - 4:30 p.m.

Cultural interests of the community are given a wide range of expression at Delta College.

Activities during the fall and winter include lectures, musical performances, galleria exhibitions in the fine arts center, special celebrations such as Black History month in February and Hispanic Awareness Week, global awareness speakers and entertainment, choir performances by the Delta Choir, Gospel Choir, Flute Choir, Jazz ensemble concerts, poetry readings in the community and much more.

Displays of art by Delta students travel to area high schools and each year another artwork is added to the College's permanent art collection, an initiative of the President's Office.

Delta's Summer Festival of Arts features workshops in dance, orchestra, band, ballet, tap, and folk dancing. Special programs are offered in piano and several crafts, including wood carving and sculpting.

Classes for talented children in the "Fantastics" program are augmented with numerous arts events and activities for youth of the tri-counties looking for that special experience.

For additional information, contact the College Relations Office.

DENTAL HYGIENE CLINIC

Location: Allied Health Building
F-140, Ground floor

Phone: 686-9469

Clinic Hours: Monday - Thursday 1:00 p.m. - 5:00 p.m.
Friday 8:30 a.m. - 12 Noon
(closed between semesters and mid-June through August)

The Dental Hygiene Clinic at Delta College offers oral hygiene services to students, faculty, and community residents. The services that are routinely performed on patients are oral examinations, oral cancer examinations, prophylaxis (cleaning of teeth), radiography, topical fluoride treatments, and oral hygiene instructions. Additional services are available upon recommendation by the hygiene students and clinical instructors. All services provided are done by the Dental Hygiene students under the direct supervision of state licensed Dental Hygienists and Dentists. Minimum fees are charged for the services provided in the clinic. These fees reflect the cost of the disposable products used during an appointment. Services are provided on an appointment basis, and are scheduled for a minimum of two consecutive hours.

NOTE: No restorative dentistry is performed in the clinic.

OFFICE OF FINANCIAL AID

Location: Main Building
J Wing

Phone: 686-9080

Office Hours: Monday - Thursday 7:30 a.m. - 7:00 p.m.
Friday 7:30 a.m. - 4:30 p.m.

The goal of the College's financial aid program is to assist in removing economic barriers which may limit an individual's opportunity for additional education. A number of aid programs are available: grants, loans, part-time employment, and scholarships.

The foundation of all financial aid packages is generally the Pell Grant administered by the U.S. Department of Education. Students who will be enrolled for six or more academic credits per semester should submit the Application for Federal Student Aid and the Delta College Financial Aid Application at least two months before a semester begins. This will enable the Office of Financial Aid staff to completely evaluate all applications and make financial awards accordingly. Detailed information about financial aid procedures, conditions of eligibility, and types of aid available is in Section II of this catalog.

FIRE SCIENCE ACADEMY

Location: Main Building
A-55, Lower West Concourse

Phone: 686-9437

Office Hours: Monday - Friday 8:00 a.m. - 4:30 p.m.

The Fire Science Academy is jointly sponsored by the Delta College Office of Corporate Services and the Michigan Fire Fighters Training Council. Through this partnership, Delta has been designated by the MFFTC as a Regional Training Center and is to provide programs that develop basic and advanced skills necessary to be an effective member of the fire community.

FITNESS CENTER

Location: Main Building
HPER Facility, Upper Level

Phone: 686-9025

Hours: Varies

The Fitness Center is a new and exciting addition to Delta College's Health, Physical Education and Recreation Facility. Opened in November 1991, the center is used by college fitness classes, Delta employees, Delta students, and the general public.

Featured in the center is a Universal aerobic super circuit and a variety of other aerobic exercise equipment. Through a required orientation session, each participant is presented with an individualized workout program. A sophisticated computer program is capable of monitoring periodically each users progress. Also featured is a modern sound system, mirrored walls, observation windows, and air conditioning. A minimal user fee will be charged on a semester basis.

Please call the Fitness Center for hours and rates.

FOOD & CONFERENCE SERVICES

Location: Main Building
Lower Level

Phone: 686-9035

Hours: Monday - Thursday 7:00 a.m. - 9:00 p.m.
Friday 7:00 a.m. - 2:30 p.m.
Saturday 8:00 a.m. - 11:30 a.m. Continental Breakfast
11:30 a.m. - 1:00 p.m. Lunch

Food services ranging from snack bar items to full meals, lounge facilities, and scheduling of conference and meeting rooms are provided in the "Commons" area which is located at the North end of the Main Building, lower level. Vending machines offering hot and cold drinks, candy, gum, and other snack foods are also located in the Main Building and Fine Arts Building. We also provide catered meals during special events for the College and community groups. Our cafeteria is used by the students and staff as a student union facility. The goal of the Food Service Department is to provide top quality food and service to our patrons.

GLOBAL/INTERNATIONAL EDUCATION

Location: Main Building
A-57, Lower West Concourse

Phone: 686-9485

Office Hours: 8:00 a.m. - 4:30 p.m.

Global/International Education has been a growing focus at Delta College since the early 80's. As an initiative of the President's Office, it has evolved into the unique interfacing of curriculum and professional development opportunities for faculty and staff as well as student activities and community outreach programs. Supported by members of the Vice President of Instruction and the Global/International Steering Committee, the program seeks to bridge the concerns of the local area with a responsible concern for the world through an interdisciplinary approach. All programs and classes under its umbrella serve to promote an understanding of cultures, world wide economic trends, and the motivation to understand the reality of living in a new world order, one in which the forces that unite us are deeper than those that divide.

The Delta College Global/International Education Steering Committee and the Office of Global/International Programs are working to achieve its mission through the following activities:

- Curriculum Development
- Sister College Linkages
- Global Awareness Week
- International Study Tours
- Community Involvement
- Student Involvement
- Foreign Film Library
- Peace Corps Partnership
- Faculty Exchange
- International Classrooms
- Study Abroad Opportunities
- Russian Culture Series
- Speakers and Conferences
- Global/International Speakers' Bureau

HANDICAPPED STUDENT SERVICES

Location: Main Building
B-116 & H-137

Phone: 686-9096
686-9010

Office Hours: Monday - Friday 8:00 a.m. - 4:30 p.m.

The Office of Handicapper Student Services provides direct services to students with disabilities, as well as assistance to Delta faculty and staff who work to accommodate handicapper students.

The Office is intended to accommodate the unique needs of those individuals who wish to contribute to the college community but find that assistance is needed to do so. Such accommodation might take the form of:

- Instructional aid services
- Interpreter services
- Orientation to the campus
- Reader services
- Adapted equipment
- Assistance with college procedures

Students wishing to be accommodated should contact the Office of Handicapper Student Services and register for services. The Office works with Michigan Rehabilitation Services, the Michigan Commission for the Blind, Veterans' Rehabilitation Services, and the Intermediate School Districts. All students who work with programs that sponsor students because of their need for assistance with their disability should refer themselves to this office. To insure that appropriate accommodations can be made for students in a timely fashion, they should contact the Office of Handicapper Student Services two weeks prior to their enrollment in the college.

HEALTH, PHYSICAL EDUCATION, AND RECREATION FACILITIES

Location: North end of Main Building Phone: 686-9025

Facility Hours: Monday - Friday 8:00 a.m. - 12:00 Midnight
Saturday 10:00 a.m. - 5:00 p.m.
Sunday 1:00 p.m. - 6:00 p.m.

Delta's HPER Facility offers something for everyone. It has a swimming pool, eight racquetball courts, gymnasium, dance room, and a new Fitness Center. These facilities are available to the public during the Fall and Winter semesters on weekends at the following times:

Friday: 6:00 p.m. - 10:00 p.m.
Saturday: 12:00 a.m. - 5:00 p.m.
Sunday: 1:00 p.m. - 8:00 p.m.

FACILITIES AVAILABLE

- Racquetball/Handball Courts
- Swimming Pool
- Fitness Center
- Gymnasiums (upper and lower)
- Weight Room

When not in use for instructional purposes, team practice or sporting events, outdoor facilities are available to the public at no charge. Outdoor facilities include tennis courts, archery targets and archery range, track, soccer field, golf driving range and putting green.

WEEKEND FACILITY USAGE

The facility will be open to the community during the listed hours. There will be a fee for this usage which entitles the participant to use any of the facilities based on posted schedule.

WEEKEND FACILITY FEES

The following are the usage fees:

	Fee	Family Rate
Gymnasium	\$2.00	\$5.00
Racquetball Court (includes use of pool)	\$6.00 per hour/ per court	\$5.00
Swimming Pool	\$1.00	\$4.00
Weight Room	\$1.00	\$4.00

Retirees with identification may take advantage of our reduced rates.

Gymnasium	\$1.00
Racquetball Court Rental	\$4.00
Swimming Pool	\$.50
Weight Room	\$.50

HEALTH SERVICES

Location: Main Building B-103 Phone: 686-9333

Service Hours: Monday - Thursday 7:30 a.m. - 9:00 p.m.
Friday 7:30 a.m. - 4:00 p.m.

Staffed by Registered Nurses, the office is accountable for promoting and ensuring the optimum effectiveness of students and faculty/staff through an ongoing and organized program of health screening, advising, assisting, referral, and follow-up. The office works closely with students, faculty/staff, and community agencies to provide individuals the opportunity for treatment of minor injuries, first-aid, health counseling, and referral support for major injuries and professional assistance.

Services provided include:

- Emergency First Aid and direct treatment for minor injuries or illnesses
- Health screening - blood pressure, T.B. skin tests, weight, etc.
- Health referrals (assist with locating medical assistance)
- Health counseling and providing preventative health care materials
- Dispense across-counter drugs as appropriate
- Health insurance information and applications
- Maintenance of student health records

HONORS PROGRAM

Location: Main Building Phone: 686-9617
E-136

Office Hours: Monday - Friday, 8:00 a.m. - 4:30 p.m.

The Honors Program is designed to meet the learning needs of students who are able learners, highly motivated, and creative thinkers. This challenging program will help to develop and strengthen the abilities of the bright student. Serious students will enjoy the individually structured and innovative approach to learning that honors courses will provide. Students can enroll in the full Honors Program or select honors sections of specific classes. To qualify a student must meet one of the following criteria:

- Graduate in top 10% of class
- Have a score of 1100 (combined) on SAT or composite score of 25 on the ACT
- A cumulative high school GPA of 3.5
- Complete 12 college credits with a cumulative GPA of 3.2
- Demonstrate equivalency of the above through portfolios, projects, awards, auditions, etc.

Those who are sincere about building a strong academic background will want to take advantage of the Honors Program.

Benefits to student:

- Greater academic challenge - fun through learning
- Honors Certificate
- Social opportunities and dialog with academic peers
- Flexibility in program development
- Exposure to opportunities not ordinarily available
- Association with Phi Theta Kappa, National Collegiate Honors Council, Michigan Honors Association, and Mid East Honors Association
- Assistance in transferring to University Honors Programs and/or in attracting potential employers
- Scholarships (not based on need) at Delta and at some of the transfer schools
- Foreign travel opportunities

The requirements for graduation in the Honors Program include:

- Maintain a 3.2 GPA
- Earn a minimum of 12 honors credits
- Participate in three of the program components

Participate in the Honors Program by following these guidelines OR enroll in honors sections in the area of your strength. Honors courses are designed to be more in-depth - not more work!

INTRAMURAL AND INTERCOLLEGIATE ATHLETICS

Location: Physical Education Building Phone: 686-902
N-140

Office Hours: Monday - Friday 8:00 a.m. - 4:30 p.m.

This office is accountable for the continued development, growth and activities of the intercollegiate and intramural athletic programs. Delta offers an extensive intercollegiate and intramural program for men and women. Delta is a member of the Michigan Community College Athletic Association (MCCAA) and the National Junior College Athletic Association (NJCAA).

INTERCOLLEGIATE SPORTS:

FOR MEN

Soccer
Basketball
Tennis
Golf

FOR WOMEN

Basketball
Volleyball
Softball

INTRAMURAL PROGRAMS:

(Additional activities may be included by student request.)

FALL

Flag football (Men and Women)
Golf
Tennis
Co-ed volleyball
Two-mile run
3-3 basketball

WINTER

Basketball (Men and Women)
Volleyball (Men and Women)
Badminton (Men and Women)
Racquetball (Men and Women)

LEARNING COMMUNITY COURSES

Location: Fine Arts Building Phone: 686-9017
S-26

Office Hours: Monday - Friday 8:00 a.m. - 4:30 p.m.

Are you looking for classes in which:

- 1) Disciplines are taught together (for example, literature with history, calculus with physics, criminal justice with psychology) so that the connections between them are clear?
- 2) You can work with other students on activities and projects?
- 3) You can interact with other students and teachers and be part of a closely-knit, supportive community of learners?
- 4) You may experience a variety of learning modes such as participating in large and small group discussions, working on activities and projects, taking field trips, hearing lectures, and so forth?
- 5) Students and teachers work closely together, contributing what they already know and seeking new knowledge together?
- 6) You get to express your thoughts and ideas and to hear those of your fellow students?
- 7) You can gain self-confidence about yourself as a student, a thinker, a reader, a writer, a speaker, a listener?

Learning Community Courses combine at least two classes in different disciplines or areas in order to show the connections between them. They are taught by at least two instructors, each from the different disciplines or areas included in the course. It is a course in which students and teachers form a community of learners, working together to ask questions and discover answers.

STUDENT REACTIONS TO A LEARNING COMMUNITY COURSE:

- "I wish the rest of my college classes were like this."
"This course was outstanding, superior, splendid, excellent."
"We were like one family sharing our knowledge. I loved this class. No one could have told me I would actually want to get up every morning and would look forward to a class."
"It wasn't hard because it was a lot of fun. I will miss this class."
"The learning that has had the most impact on my life -- my opinions, attitudes, and beliefs -- is the knowledge that came from my Learning Community courses."
"The type of attention and the feeling of success I received built a tremendous amount of confidence in my intelligence."
"The Learning Community course was by far the best educational experience I have ever had."

LEARNING RESOURCES CENTER - WE MAKE LEARNING BETTER (MLB)

Learning Resources has four divisions. The library is an integral segment of the total learning environment. The audiovisual department is major service for students and faculty. The Instructional Media Center provides assistance in media production. The Multimedia Learning Lab provides self-directed learning experiences for students.

I. LIBRARY

Location: Main Building Phone: 686-9560
Two entrances - across from A wing and G wing

Office Hours:

Fall/Winter Hours: Monday - Thursday 7:30 a.m. - 9:50 p.m.
Friday 7:30 a.m. - 4:20 p.m.
Saturday 8:00 a.m. - 3:50 p.m.

Spring/Summer Hours: Monday - Thursday 7:30 a.m. - 3:50 p.m.
Friday 7:30 a.m. - 3:50 p.m.

The library has a collection of over 100,000 volumes and extensive back file of periodicals. Most periodicals have current indexes available which make the extensive holdings very accessible. Newsbank is a microfilm file of current newspaper articles from all over the country and is indexed by subject. In addition to the above, the library has newspapers, pamphlets, and resources.

The library is also a selective depository for United States government documents and a number of United States government periodicals.

If a requested book or periodical is not available at Delta, every effort is made to procure it within the least possible time. A CD-ROM disc is available to search some periodical indexes and to locate books in other libraries. Dial up access is now available to large college, university and public libraries.

Additional services in the library include: library tours, library instruction, research services, private study rooms, bibliographic services, and pictorial materials.

II. AUDIO-VISUAL DEPARTMENT

Location: West End of the Library Phone: 686-9307

Fall/Winter Hours:

Monday - Thursday 7:30 a.m. - 9:50 p.m.
Friday 7:30 a.m. - 7:20 p.m.
Saturday 8:00 a.m. - 3:50 p.m.

Spring/Summer Hours:

Monday - Thursday 7:30 a.m. - 9:50 p.m.
Friday 7:30 a.m. - 3:50 p.m.

The Audio-Visual Department offers equipment delivery and pick-up services to classrooms. The equipment for student use within the library includes slide projectors, record players, tape recorders, video tape players, and related projection equipment available for use in accordance with the Senate Handbook guidelines.

The library also offers Audiovisual study stations for individual instruction and study.

III. INSTRUCTIONAL MEDIA CENTER

Location: Main Building Phone: 686-9312 or 686-9315
South End of Lower Level

Fall/Winter Hours:

Monday - Thursday 8:00 a.m. - 5:00 p.m.
Friday 8:00 a.m. - 4:30 p.m.

Spring/Summer Hours:

Monday - Thursday 7:45 a.m. - 4:30 p.m.
Friday 7:45 a.m. - 4:00 p.m.

The Instructional Media Center provides media production services. An Instructional Media Specialist and an Instructional Artist are available to assist both faculty and staff in the preparation of classroom presentation materials. Services include slides, video taping, photography, art work, and computer graphics.

IV. MULTIMEDIA LEARNING LAB

Location: Allied Health Building Phone: 686-9479
Second Floor

Fall/Winter/Spring Hours:

Monday - Thursday 8:00 a.m. - 7:50 p.m.
Friday 8:00 a.m. - 4:20 p.m.
Saturday 9:00 a.m. - 2:00 p.m.

Summer Hours: Based on student need

- The Multimedia Learning Lab is dedicated to provide flexible, independent learning activities which support instruction for enrolled students.
- It is an open lab to enrolled students for assigned course work or independent lab activity.
- It is made up of independent work spaces with open access (day, evening, weekend), and provides technical support staff, services and materials.
- It provides access preferentially to five areas: Allied Health; Nursing; Science; Technical; and Health, Physical Education and Recreation.
- It supports faculty efforts for developing and implementing a variety of teaching methods using learning media and electronic technologies in an independent lab environment.
- It is a resource for faculty to use to explore the use of new technology and to design their own learning packages (primarily is open to faculty in the five divisions, but is available to all faculty).

LIFE ENHANCEMENT INSTITUTE

Location: Main Building Phone: 686-9471
West Concourse

Office Hours: Monday - Friday 8:00 a.m. - 4:30 p.m.

ABOUT THE LIFE ENHANCEMENT INSTITUTE

The Life Enhancement Institute (LEI) is a program that encompasses a variety of courses and activities designed to enrich and enhance the lifestyles of citizens 50 years and older.

Following are some entities of the LEI:

- Senior Enrichment Program
- Senior Swim
- "55/Alive" Driver Refresher Program
- Positive Adults Taking Health Seriously (PATHS)

MINISTRY SERVICES

Location: Main Building Phone: 686-9265
H-144

Office Hours: Monday - Friday 8:00 a.m. - 5:00 p.m.

The Campus Minister provides counseling services, crisis intervention, referrals, educational programs and studies, and acts as a liaison between Delta College and the church community.

PHI THETA KAPPA-XI DELTA CHAPTER

Phi Theta Kappa is an honorary scholastic organization for American community, junior, and technical colleges. Students are invited to membership in Phi Theta Kappa on the basis of scholarly achievement, leadership, citizenship, character, and faculty recommendations.

In particular, consideration for membership is given to full-time students on associate degree programs or degree transfer programs. A minimum cumulative grade point average of 3.5 for freshmen students and 3.4 for sophomore students is required. Initiations are held twice a year.

PLANETARIUM

Location: Main Building Phone: 686-9412
B-203, East Main Entrance 686-9414

Office Hours: Monday - Friday 8:00 a.m. - 4:30 p.m.

The Delta College Planetarium is operated as a service function under the auspices of the Community Services Division. Thus, individuals, as well as community and school groups are accommodated, but must be scheduled. The planetarium can accommodate approximately 70 individuals per show. Over 100 shows a year are featured; serving over 6000 individuals annually. Shows can be scheduled Monday - Friday. The planetarium operates during the Fall, Winter, Spring, and early Summer semesters.

RECORDS & REGISTRATION OFFICE

Location: Main Building Phones: Records: 686-9305
A Wing Registration: 686-9395

Office Hours: Monday - Thursday 7:30 a.m. - 7:00 p.m.
Friday 7:30 a.m. - 4:30 p.m.

I. Records Center

A major function of the Record's Center is to initiate and implement procedures for establishing and maintaining students' permanent records. The Records Center is responsible for the accuracy of students' records; for receiving grades from instructors at the end of each enrollment period, posting them to the permanent records, and mailing grade reports to students; and for certifying that students have met all graduation requirements, ordering diplomas, and mailing them to graduates. The center is also responsible for processing requests for transcripts to be sent to other educational institutions and businesses; for evaluating transcripts of transfer students in order to establish the number of credits acceptable at Delta College; for certifying credit hour loads for veterans benefits and other benefits received by students; and for identifying students on academic probation or dismissal status, notifying the student, and conducting dismissal appeal hearings.

II. Registration Center

A major function of the Registration Center is to initiate and implement procedures to register all students taking Academic, Corporate Services, or Community Services courses for credit. There are three major registration periods, with registration continuing throughout the entire year for courses that are held at other than traditional times. On-line computer terminals are used in the process which includes telephone registration, on-campus registration, and mail-in registration. A student schedule/receipt completes the process with payment by cash, check, charge card, or approved financial aid assistance. Duplicate student schedule/receipts are available at the Center upon request. The Center is also responsible for the accuracy of student schedules; processing adds, drops, and withdrawals with notification to the instructors; for notifying students of drops initiated by the instructors due to excessive

SPEAKERS BUREAU

A variety of Delta College staff members are available free of charge to speak to your club or organization. For further information call the Office of College Relations, 686-9490.



STUDENT SUPPORT SERVICES

Location: Main Building
Between H and J wings

Phone: 686-9117

Office Hours: Monday - Friday 8:00 a.m. - 4:30 p.m.

Because of the changing and complex nature of the educational experience, there has developed a demand to design programs and services that specifically address themselves to students with specialized needs. The Office of Student Support Services is dedicated to assisting those students with special needs in developing their life-long aspirations through educational services.

Services Offered:

I. Saginaw Urban Centers

Locations: First Ward Community Center	754-4443
Ricker Community Center	752-7500
Neighborhood House	752-5805
Ruben Daniels Lifelong Center	776-7600
Zocalo Center (Tri City SER)	753-3417, ext 135

Office Hours: Office hours vary at each center, please phone ahead to determine if the Center is open.

Delta College offers day and evening classes at five Saginaw Urban Centers: First Ward Community Center, Ruben Daniels Lifelong Learning Center, Neighborhood House, the Ricker Center, and Zocalo Center (Tri City SER).

II. THE STUDENT DEVELOPMENT CENTER

Location: Main Building
B-116

Phone: 686-9096

Office Hours: Monday - Friday 8:00 a.m. - 4:30 p.m.

THE STUDENT DEVELOPMENT CENTER (at Ricker)

Location: Ricker Annex

Phone: 752-7500

Office Hours: Monday - Thursday 8:00 a.m. - 7:30 p.m.
Friday 8:00 a.m. - 4:30 p.m.
Summer Hours 8:00 a.m. - 4:00 p.m.

The Student Development Center is a part of Student Support Services and is designed to assist students in surviving and succeeding in college. The program is primarily intended to assist students enrolled in vocational education courses or program of study. Special Needs counseling and personalized assessment play an important role in the philosophy and practice of Student Development Services. Students are counseled to better understand their potential for achievement. Each student is viewed as an individual with immense potential and capability for development and growth. Students are helped to recognize their strengths, weaknesses, capacity for intellectual work, motivation, and vocational and educational choices. Students are nurtured and encouraged to develop through counseling, personalized assessment and academic support. Academic support in skill building activities and tutorial assistance is available through the program. Awareness of all factors in the learning process is stressed to assure that each student will be able to grow personally and academically from their college experience.

III. Tutorial Programs

- Communications Skill Lab (Student Development Center, First Ward, the Ricker Center)
- Math Lab (Student Development Center, First Ward, the Ricker Center)
- Individual Tutoring (Student Development Center, First Ward, the Ricker Center)
- Career Information (Student Development Center, First Ward, the Ricker Center)

IV. Cultural Development

- Black History Month Program
- College and University Visitation Projects
- Chicano/Latino Series

V. Program Development

This Office initiates proposals for special projects designed to improve the educational horizons of culturally diverse groups at Delta College.

VI. The Office of Chicano/Latino Services

Location: Main Building
H-Bay

Phone: 686-9125

Office Hours: Monday - Friday 8:00 a.m. - 4:30 p.m.

The Office of Chicano/Latino Services provides a comprehensive program for Hispanic, Asian, Native American, and International students which includes the following:

- Recruitment
- Admissions
- Financial Aid Information
- Counseling: Academic, Career, and Personal
- Cultural Development
- Liaison between the various communities and Delta College

TEACHING/LEARNING CENTER

Location: Main Building Phone: 686-9314
Lower Level, East Concourse

Center Hours: Fall & Winter
Monday - Thursday 8:00 a.m. - 8:00 p.m.
Friday 8:00 a.m. - 4:30 p.m.

The Teaching/Learning Center is designed to help Delta students and faculty make the educational process as rewarding and effective as possible. All services are offered free to Delta students.

I. Communication and Math Skills: Assistance is offered by a professional staff with experience in helping students in a number of areas. This assistance can include development of reading/study skills, help in improving writing, vocabulary, or spelling, and help with math or other specific assignments. These services are available for students who wish to learn to use their time more effectively whether they are actually having difficulty with courses or not.

II. Workshops: We offer a number of free workshops during the year.

- General Study Skills
- Test Taking
- Taking Lecture Notes
- Writing Research Papers
- Test Anxiety Reduction
- Time Management
- Math Anxiety Reduction
- Memory Techniques

These workshops are generally offered on Thursdays and are advertised through the "Bulletin" and on bookmarks.

III. Tutoring: Every effort is made to find a qualified tutor for a student needing individual help in a particular course. Student tutors must meet stringent criteria to make sure that the student needing assistance will benefit from the experience. We have tutors available in most subjects. Except in cases when certain equipment is required, tutoring is done in the Teaching/Learning Center.

IV. Summary Sheets: Hints, helps, and information about the following topics are available.

- Study skills
- Reading as a tool
- Note taking
- Aid to your memory
- Using your textbook
- Concentration
- Spelling hints
- Test taking
- Listening
- Time budgeting

V. Other Services for Students:

- Audio-visual devices
- Computers (IBM & Apple)
- Make-up testing service

The professional staff also provides a variety of Instructional Development Services for the Delta College faculty and staff.



TELELEARNING NETWORK SERVICES (TNS)

Location: Main Building
A-61, Lower West Concourse

Phone: 686-9398

Office Hours: Monday - Friday 7:30 a.m. - 4:00 p.m.

Telelearning Network Services (TNS), which delivers instruction, information and professional development through educational telecommunications offers the following distance learning services:

Telecourses are professionally produced college credit or enrichment courses that have video programs in place of on campus lectures. Telecourse students receive instruction by working independently through a textbook, study guide, and viewing videotapes programmed on our Public Television Station, a cable network, or borrowing videotapes from the College.

Teleconferences are live, interactive video programs, transmitted via satellite which are designed to meet the informational, educational, and training needs of targeted but geographically dispersed audiences.

Computer Delivered Learning uses phone lines, computer, and modem to enable students to call up their instructors, ask questions, receive and send assignments, and have computer conferences.

THEATER

Location: Fine Arts Building
S-209

Phone: 686-9440

Office Hours: Monday - Friday 8:00 a.m. - 4:30 p.m.

Theater at Delta College has had a long, lusty, and varied history since the early days of the college's existence in the tri-cities. There are usually two productions each year - both fall and spring presentations. Auditions are posted in time for interested students to participate and plan for their classes as well as extra-curricular theater activity. Plays have run the gamut, over the years, and include titles such as the Diary of Anne Frank, Raisin in the Sun, The Fantastiks, Oliver, Snoopy, Brigadoon, The Miracle Worker, and Rumpelstiltskin.

Though there is opportunity for "hands-on" performance experience, Delta also offers academic credit along with that experience through speech and acting classes.

TOBICO NATURE CENTER

Location: Jennison Nature Center
3582 State Park Drive
Bay City, MI 48706

Phone: 667-0717

Hours: Varies

Delta College, along with the DNR and Saginaw Valley State University, are cooperating to bring to the public of the tri-communities the unique outdoor experience and environmental education represented by Tobico Marsh and the Jennison Nature Center. The 1,700 acres of wetlands on the West Shore of the Saginaw Bay constitute one of the major marsh sanctuaries in the Midwest. The Tobico Marsh is located on the famous Midwest Flyway for migratory and wild fowl and the "Birds of Tobico" are a major attraction. The Jennison Nature Center has been converted into a marsh museum with live animal and fish displays as well as a special trail walk for the sight impaired. Tours are available by contacting 667-0717 (area code 517). The Center may be rented for workshops and seminars.

TOURS

Location: Main Building
Between C & D wings

Phone: 686-9093

Office Hours: Monday - Thursday 7:30 a.m. - 7:00 p.m.
Friday 7:30 a.m. - 4:30 p.m.

College-wide tours are available to all interested persons and are conducted by either a representative of the College Relations or Admissions Office. Special tours of Broadcasting, WUCM/WUCX TV (Channel 19/35) and the Data Processing Center, are conducted by experienced staff members. Tours range from 30 to 90 minutes and may be combined with a planetarium showing. For more information, call the Admissions Office.

VETERANS' AFFAIRS OFFICE

Location: Main Building Phone: 686-9465
A-101

Office Hours: Phone for Information (hours vary)

The Veterans' Affairs Office provides information and assistance in obtaining education benefits to all veterans in the community as well as those enrolled at Delta College. Information regarding college credit for military training/experience, loans, helping services and/or any other entitlements allowed through the U.S. Department of Veterans Affairs is provided.

VOLUNTEER SERVICES

Location: Main Building Phone: 686-9336
Lower East Concourse

Office Hours: Monday - Thursday 7:30 a.m. - 7:30 p.m.
Friday 7:30 a.m. - 4:30 p.m.

Volunteer Services are provided through a partnership with the Voluntary Action Centers of Bay, Midland, and Saginaw counties. Students placed in non-profit organizations can broaden their educational and work experience, gain on-the-job insight into a career, contribute to the betterment of the community, and build self-confidence.

WELCOME CENTER

Location: Main Building Phone: 686-9093
C-130 between C & D wings

Office Hours: Monday - Thursday 7:30 a.m. - 7:00 p.m.
Friday 7:30 a.m. - 4:30 p.m.

If you have general questions about Delta College, make your first stop the Welcome Center! Here you will receive a friendly greeting, be provided with directions and campus maps, and learn exact locations of meeting rooms or classrooms. You will also be able to obtain an overview regarding our wide variety of curricula offerings, events, programs, workshops and learn more about college services designed for you. In general, all information about Delta College that you as a visitor or prospective student need is available at the Welcome Center. Campus tours are also provided!

Satellite information offices are located at the following strategic campus locations: B-116 (West Side, Main Entrance); Campus Police (East Side, Main Entrance); Human Resources Office (Southeast end of campus); Switchboard (A-wing); Bookstore (Lower Level, Commons/Cafeteria). These satellite centers will also know what weekly events on campus are taking place and "where to go to for what".

The Offices of Admissions, Assessment/Testing Services, and Student Activities are all located within the Welcome Center and are available to assist you with pre-enrollment procedures, testing services, and student activities information.



SECTION II

COLLEGE POLICIES, PROCEDURES AND REGULATIONS

Admission and Pre-Enrollment Information
Residency Qualifications
Financial Aid
Veterans Information
Registration and Enrollment Information
Tuition and Fees
Refund Policy
Academic Achievement
Student Records
Grading System
Graduation Requirements
Students' Rights, Responsibilities, and Conduct
Parking and Traffic Regulations
Student Complaint and Hearing Process
Posting Policy



ADMISSION AND PRE-ENROLLMENT INFORMATION

Affirmative Action Policy On Equal Opportunity: Delta College is committed to provide equal opportunity through its employment practices, educational programs, and through the many services it provides. The College will make personnel decisions, offer programs that will foster educational opportunities, and maintain a program of services without regard to race, color, religion, sex, marital status, age, national origin, or physical handicaps.

ADMISSION CRITERIA

Delta College has an "Open Door" admissions policy which allows admission of persons of varying ages, background, interests, abilities, and potential. No minimum high school grade point average or test scores are required for general admission. However, general admission to the College does not guarantee admission to all academic programs within the College. Academic programs of study that require specific prerequisites and/or eligibility requirements are outlined in Section III of this catalog.

Individuals who are included in any one of the following categories are eligible to apply for admission:

1. High school graduates.
2. Persons who have passed a high school equivalency exam (G.E.D.).
*Non-high school graduates are encouraged to take the G.E.D. Test; however, it is not required for general admission to Delta College.
- * 3. Adults 18 years of age or older who have been out of high school for at least six months after the time when their high school class would have graduated.
4. Currently enrolled high school students who have permission from their parents and high school counselor or principal.
5. Approved and authorized adults from other countries entering the U.S. for educational purposes under the student visa program.

*Note: Persons without a high school diploma or who have not successfully completed the G.E.D. may be restricted from receiving federal financial aid funds if "ability to benefit" criteria are not met. Contact the Admissions Office or the Financial Aid Office for detailed information.

ADMISSION DATES

It is advisable for Admission Applications to be submitted at least 30 days prior to semester registration and preferably as early as six to eight months. **If you plan to request financial aid to attend college, it is essential to apply for admission and for financial aid 8 to 10 weeks prior to registration. However, Admission Applications are still accepted up to the first day of semester classes.**

Students may apply for admission for any of the following traditional starting dates:

FALL	(late August)
WINTER	(early January)
SPRING SESSION	(early May)
SUMMER SESSION	(late June)

HOW TO APPLY FOR ADMISSION

No application fee is required. Completed Admission Applications may be returned to the Admissions Office/Welcome Center via the mail or in person.

1. **High School Students:** Complete an Admission Application and give it to your high school counselor or principal. Your high school will

send the Application and your current transcript to the Admissions Office. Be sure to have a final transcript sent upon graduation.

2. **Adults out of High School:** Complete an Admissions Application and return it to the Admissions Office. You must request all previously attended high schools, education centers and/or colleges to send a copy of your transcript(s) to the Admissions Office.

3. **Transfer Students:** Complete an Admission Application and return it to the Admissions Office. Request each college/university attended to send us your official transcripts immediately to allow time for a credit evaluation prior to registration. A maximum of 38 semester hours of credit may be applicable toward a Delta Associate Degree.

4. **Guest Students:** Students who are attending another college and who wish to take Delta classes on a guest status, should complete Part I of the Michigan Uniform Undergraduate Guest Application (available at your current institution or from Delta). Ask the Registrar at your current school to complete Part II, and mail the form to Delta's Admissions Office. You need to check with your current institution to determine if your Delta courses will satisfy requirements.

5. **Dual Enrolled Students:** Students who plan to enroll in classes at Delta and at their high school in the same semester must submit a special Dual Enrollment Application (available at your high school) signed by parents and high school counselor or principal.

6. **Readmitted Students:** Former Delta students who have not been enrolled since Winter 1984 and who now wish to resume classes must be readmitted. Readmission may be accomplished by telephoning the Admissions Office or by completing an Update Form.

7. **International Students:** Students who are not U.S. citizens or permanent residents must complete the International Student Application, available from the Admissions Office.

WHAT HAPPENS AFTER APPLYING TO DELTA COLLEGE?

1. Response to your mailed application may be expected within two weeks. Applications submitted in person will be processed immediately. Upon acceptance, the Admissions Office will issue you a student number, an I.D. card, and further information.

2. Be sure to have official transcripts from your high school, GED Center, training institution, or other college/university sent to the Admissions Office before registration begins.

3. After being accepted, most new students are required to participate in a series of enrollment procedures called the STEPS TO SUCCESS process.

WHAT IS THE STEPS TO SUCCESS PROCESS?

As a new Delta student, your goal and ours is your success! We know through experience that if we can help you get off to a good start, you will more likely be successful in reaching your goals. The **Steps to Success Process** is designed to help you get that good start.

STEP 1. Complete an Admissions Application & Receive Your Delta I.D. Card

Apply for Financial Aid (optional)

Admissions Applications can be obtained from high schools, agencies or by calling our Admissions Office. Have official copies of your transcripts (high school/college/GED) sent to us.

If you are planning to apply for financial aid and you haven't already completed a federal financial aid form, begin the process NOW! We recommend the Application for Federal Student Aid Form (AFSA), which has no application fee. Mail your completed AFSA in the envelope provided to the federal government's Processing Center and you will receive back a Student Aid Report (SAR) which you must sign and return immediately to Delta's Office of Financial Aid.

STEP 2: Complete Assessment

This is a process to help us identify your current skill levels in English, reading and math. Your scores as well as other skill indicators will help you and your Delta counselor select the right beginning courses for you. Assessment is not a test which you "pass or fail." Sessions are held both on and off-campus, mornings, afternoons, evenings and occasionally Saturdays. Sessions last 2 to 2 1/2 hours.

STEP 3: Attend Orientation/Advisement

You will learn more about our programs of study, classes, and services designed for your success. Your counselor will discuss your assessment results and will assist you in making a tentative class schedule. You will receive a catalog, schedule of academic courses, course description booklet, AND A SPECIAL REGISTRATION PERMIT WITH YOUR DATE & TIME TO REGISTER. Orientation sessions are offered mornings, afternoons and evenings. Sessions last 3 1/2 to 4 hours.

Financial Aid Applicants Note: You should complete Steps 2 & 3 above even if you have not received your SAR back from the federal government's Processing Center. Remember to **sign and return your SAR** to Delta's Office of Financial Aid **immediately** upon receiving it.

STEP 4. Register and Enroll in Courses

The earlier you complete Steps 1, 2 & 3 AND receive your permit, the sooner you can register. This means a better selection of classes should be available. At registration, you officially enroll in courses, pay your tuition and fees, validate your I.D. Card, and receive a copy of your class schedule. If you have a permit, you can usually complete registration in an hour.

(Pay Tuition & Fees)

Financial Aid Applicants Note: If you have **received, signed, and returned your Award Letter** from Delta's Office of Financial Aid, you may charge your tuition and fees **up to the amount** you were awarded.

STEP 5: Successful Completion of Courses

Success is defined by you and there are as many definitions of success as there are Delta students. Completing the courses in which you enroll, however, is a key to everyone's success!

A few common success goals of Delta students include:

- Earning an Associate's degree or certificate
- Updating job skills
- Transferring to a 4-year college or university
- Obtaining a new or better job
- Personal enjoyment or enrichment
- Learning a new skill

Exemptions for Assessment and Orientation (Steps 2 and 3) will be given only for the following reasons:

- ❖ You enrolled at Delta College Fall Semester, 1986, or earlier and earned one or more academic credits.
- ❖ You enroll in courses solely for personal interest/enrichment totaling 5 or less credits per semester (3 or less credits per Spring/Summer session) AND excluding ALL English, business communications, business computations, and math courses.
- ❖ You have earned an Associate's Degree or higher from a regionally accredited college. An official copy of your final transcript or diploma must be sent to the Delta College Admissions Office.
- ❖ You are a transfer student who has successfully completed at least 12 semester credits with a minimum 2.0 GPA, including English composition and math courses equivalent to Delta College courses ENG 111 or OSE 151, and MTH 100 or higher. An official copy of your final college transcript must be sent to the Delta College Admissions Office.
- ❖ You are a guest student from another college. A completed official Guest Application Form is required from your current college or university.
- ❖ You plan to enroll solely in an English as a Second Language course. Assessment and Orientation must be taken upon completion of your ESL course.

Students who provide the necessary documentation for exemption should contact the Delta College Admissions Office to request exemption status.

STUDENT I.D. CARDS

Each student is required to have an identification card which includes name, student number, student signature, and validation sticker. Each new student is eligible for an I.D. Card free of charge. This card should be validated each semester and used throughout the student's entire enrollment at Delta. An official sticker for the semester is affixed at the Records and Registration Office or during registration. There will be a \$1.00 charge for a lost or mutilated I.D. card. Lending this card to anyone or failure to present it when requested by College officials is a violation of College regulations and subjects the holder to disciplinary action. Each student is personally liable for all obligations incurred by use of this card.

INTERNATIONAL STUDENTS

Delta College is authorized under federal law to admit and enroll non-immigrant alien students. In order to obtain a visa for entry into the United States on an F-1 student visa status, prospective students must present to the U.S. Consul abroad a valid passport, proof of sufficient finances and an I-20 form.

An I-20 form (Certificate of Eligibility) is issued to prospective Delta students after the College has determined that the applicant has met the following conditions:

1. **Academic Requirements:** Applicants must be 18 years of age or older, and have successfully completed a course of study equivalent to that of a high school level. The equivalent of a "B" grade point average is required in Mathematics and Science courses and other academic courses. EX: 14 out of 20, 70% out of 100%. Applicants are required to submit certified copies of their high school leaving certificate, and National and International exams (ex. G.E.C.) Applicants are required to submit certified copies of their courses and marks earned during the last three years of high school.

2. **Language Proficiency:** An applicant, who is from a country where English is not the official native language, must be proficient in English to pursue his/her course of studies, or arrangements must be made by the student to enroll in an English Language Center.

English proficiency means that the student speaks, writes, and reads English fluently. Such fluency is necessary to insure student's enrollment, proper placement and success in achieving his/her educational goals.

An applicant must furnish Delta College with a minimum score of 500 on the TOEFL (Test of English as a Foreign Language), or official transcripts of successful completion of an advanced course of English from a licensed English Language Center (Level 107, 108, or 109 from E.L.S.) An additional test and interview may be required to establish the fact of English proficiency before enrollment. Further information about TOEFL can be obtained by writing to: TOEFL, P.O. Box 6151, Princeton, NJ 98541

International Transfer Students who are enrolled in a U.S. college may submit proof of successful completion of a transferable language course with a minimum of "B" average or better.

3. **Financial Verification:** The applicant is required to submit an up-to date financial support statement from a sponsor, and a bank, which testifies to the sponsor's willingness and capability to support the student while he/she is at Delta. Transfer students, who are not sponsored by their government or organization, must submit a statement from a U.S. bank which testifies to the existence of enough funds in the student's account to attend Delta College. All college tuition is due and payable in full at the time of registration. **Loans, scholarships and deferred payments are NOT AVAILABLE AT DELTA COLLEGE for International Students.**

4. **Health Statement:** All prospective students are required to submit a health form, which testifies to the physical and mental condition of the applicant. The standard Delta Form must be completed, signed, and mailed to Delta College, Office of Admissions, by the family physician.

Deadlines: Applicants are advised that all documents, such as applications, recommendations, official transcripts, financial statement of support, Certificate of English Proficiency, and medical report, must be in the Admissions Office at least **FOUR MONTHS** preceding the semester you desire to be admitted.

Semester	Application Deadline	Semester Begins
Fall	May	Last week of August
Winter	September	First week of January
Spring	January	Beginning of May

IMPORTANT NOTICE: Applications for admission to Delta College will be mailed to the student upon the student's written request and should be returned directly to the Admissions Office. High school records submitted by friends or relatives on behalf of prospective students are not accepted. The records must be mailed directly to Delta College by your high school, college, or the Ministry of Education in your country.

IMPORTANT: All documents must be original or certified copies and accompanied by official English translations. Transcripts must be signed by the principal or registrar of each school or college and impressed with a seal or stamp of the school attended. Students must not leave their country, language center, or college before they receive official acceptance from Delta College.

RESIDENCY QUALIFICATIONS

A student's residency classification is established when admitted to Delta College, and can only be changed as detailed under item 4.

I. Residency classification

- a. In-District status: Legal resident* of Bay, Midland or Saginaw Counties
- b. Out-of-District status: Legal resident* of Michigan but not of the above three counties
- c. Out-of-State status: International students and all other persons not classified within a or b above

* A Legal resident is one whose **permanent, primary** residence or domicile is where he or she intends to return whenever absent from college. A dormitory or apartment rented only for the period of time during college enrollment is not a permanent primary residence.

2. Classification Guidelines: Persons meeting one or more of the following conditions at admissions time will be classified with In-District status.

- a. The person lives with parent or legal guardian, provided that the parent or legal guardian has resided within Bay, Midland or Saginaw Counties for at least one year immediately prior to the first day of the semester in which the person plans to enroll.
- b. The person is recognized as self-supporting (receives no financial support from parent or legal guardian) and is not claimed as a dependent for federal income tax purposes by parent or legal guardian and has resided within the Delta College District for at least one year immediately prior to the first day of the semester in which person plans to enroll.
- c. The person is an employee of a business or industrial firm within the Delta College District, AND the employer, by written agreement, agrees to pay directly to the College all tuition and/or fees of the sponsored student for employer-approved classes. If the employer is not directly paying the College for the student's tuition/fees, the student will be assessed the appropriate out-of-district or out-of-state tuition rate.
- d. The person is enrolled under the provision of Act 245. Public Acts of 1935, as amended by Act 371, Public Act of 1965 (student receiving benefits under the Michigan Veterans Trust Fund).

3. Proof of In-District Residence: All students are subject to a check of their residency status at registration. Students furnishing false information will be subject to disciplinary actions. The following examples are types of documents which are considered in determining proof of in-district residency within the Delta College District.

1. A current valid driver's license indicating a permanent address within Bay, Midland, or Saginaw Counties.
2. A property tax receipt from Bay, Midland, or Saginaw counties.
3. A current voter registration card indicating in-district address.
4. Other legal documents such as court-issued guardianship papers, etc.

4. Change of Residency Status: While attending Delta College, students may petition the Dean of Enrollment Services to change their residency classification. Petition forms are available in the Admissions Office and must be submitted, with proof of in-district residence (see 3), at least one month prior to the next registration period. Students must meet at least one of the following:

1. The enrolled student has established residence (see item 2) within the Delta College District** for at least one continuous year immediately prior to the date of petitioning for a change in residency status and provides acceptable proof (rental leases/receipts are not acceptable).
2. The enrolled student is recognized as self-supporting (receives no financial support from parent or legal guardian and is not claimed as a dependent for federal income tax purposes by parent or guardian), and has established legal residence within the Delta College District* for at least one continuous year immediately prior to the date of petitioning for a change in residency status.

5. Guest Students, Athletic Scholarship Recipients, and International Students on a Student, Working or Visitors VISA: Students should not expect to have their residency status changed while attending Delta College as the definition of a legal resident has not been met.

VI. Tuition Adjustment: Any adjustments made in tuition due to a change in residency status shall not be retroactive.

** Delta College District is defined as Saginaw, Bay, and Midland Counties.



FINANCIAL AID

The Delta College Office of Financial Aid maintains a comprehensive program of financial assistance to help qualified students with the cost of attending college. Funds are made available by the College, the State, the federal government, organizations, and individuals to assist students who demonstrate financial need or outstanding scholarship.

PROCEDURES: All forms and applications required to begin the financial aid application process are available from area high schools and the Delta College Admissions and Financial Aid Offices. Forms for the Fall Semester are usually available the preceding February, and should be filed as soon as possible. Applications filed less than two months prior to registration will usually not be processed in time for registration and may be received too late to be awarded some types of aid. The steps required to begin the process are:

1. Complete a family financial document. It is recommended that the Application for Federal Student Aid (AFSA) be used, but a Financial Aid Form (FAF), Family Financial Statement (FFS), or Singlefile Form may also be filed. The form should be mailed to the processor per the directions. Any of these forms will generate a Student Aid Report (SAR), which is sent to the student.
2. In addition to the above, complete a Delta College Financial Aid Application and return it to the Delta Office of Financial Aid.
3. Submit the SAR to the Office of Financial Aid as soon as it is received. The information on the SAR will be used to determine eligibility for the Pell Grant and regardless of Pell eligibility, most other types of aid.

NOTE: In addition to completing the above steps, to be eligible to receive aid from federal and state programs applicants must enroll and attend at least half-time; must maintain satisfactory academic progress as defined by Delta College and the financial aid programs; must be enrolled in a program of study leading to a certificate or degree; must be a U.S. citizen or permanent resident of the United States; must not be in default on any student loan; and must not owe a repayment on any federal grant. Due to current federal regulations, applicants without a high school diploma or a GED must prove their ability to benefit by receiving minimum scores as determined by the U.S. Department of Education on one of the tests approved by that Department. Applicants to whom ability to benefit applies should contact the Delta College Assessment Office.

When the steps described above have been completed, applicants will be considered for programs administered by the College. The financial assistance offered to the applicants may include one or more of the programs listed below.

FEDERAL PROGRAMS

1. **PELL GRANT:** This federally-funded program assists students with the greatest financial need. The amount of the Grant is determined by criteria established by the U.S. Department of Education. A valid SAR must be submitted prior to or during the period of enrollment.
2. **SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG):** A limited amount of assistance through this Grant program is available to students with proven exceptional need. SEOG monies are awarded based on criteria established by the U.S. Department of Education.
3. **FEDERAL COLLEGE WORK-STUDY:** This federal program provides funds to needy students through part-time employment opportunities on-campus and at participating public service agencies off-campus. During enrollment periods, students who are assisted through this program will work from five to 20 hours per week, usually at the current minimum wage.

STATE PROGRAMS (Proof of Michigan residency is required to be eligible for these programs.)

1. **MICHIGAN WORK-STUDY:** This program provides funds to needy students through part-time employment opportunities.
2. **MICHIGAN EDUCATIONAL OPPORTUNITY GRANT (MEOG):** A limited amount of assistance is available to needy students through this fund. All applicants will be considered for MEOG as long as funds remain available.
3. **MICHIGAN ADULT PART-TIME GRANT:** Funds from this program are given to selected needy, self-supporting students who are enrolled for 3-11 credit hours.
4. **MICHIGAN COMPETITIVE SCHOLARSHIPS:** These awards offer tuition assistance on an annual, renewable basis. Candidates must demonstrate financial need and qualify as a result of their performance on the American College Test (ACT). High school students should contact their counselors for specific information and application forms well before October 1 of their senior year.

5. **MICHIGAN PUBLIC ACT 245:** This act provides waivers to full-time students who are children of Michigan veterans who died while in service during wartime, have died since due to wartime-incurred causes, or who are totally disabled. Children must attend a state tax-supported school.

6. **MICHIGAN PUBLIC ACT 505:** Students who can receive tribal certification of at least 1/4 degree Indian ancestry from any North American tribe or band and are residents of Michigan may have tuition paid through this program. Applications are available from the Office of Financial Aid.

LOAN PROGRAMS

Federal and State loan programs are available to students and their families whose financial need cannot be met with other financial assistance. **Delta College does not recommend borrowing** if it is possible to meet financial need in any other way. Applications for each of these programs are available from the local lending institutions (bank, credit union, or savings and loan association) which voluntarily participate in the programs. Loan applications cannot be processed by the Office of Financial Aid until a valid Pell Grant SAR is on file in that Office and eligibility for other financial aid has been determined.

1. **STAFFORD LOAN**, formerly called the Guaranteed Student Loan: If an applicant's entire proven need is not met with other financial aid, a Stafford Loan may be available to meet all or part of the remaining need. Interest does not accrue and repayment does not begin until after the borrower ceases to be at least a half-time enrolled student. During repayment, the interest rate is comparatively low.

2. **PARENT LOAN (PLUS) AND SUPPLEMENTAL LOAN (SLS):** These loans have a higher interest rate than the Stafford Loan and interest and principal repayments begin immediately. Fewer deferments are available than for Stafford Loans. The PLUS loan (for parents of dependent students) and the SLS loan (for independent, self-supporting students) may, however, be used to replace some the contribution normally expected from the family for the student's educational costs.

3. **MI-LOAN:** This is a State of Michigan alternative student loan program and is intended to provide credit-worthy students and their families an alternate source of loan funds to assist in meeting college costs. As with PLUS and SLS Loans, the MI-LOAN may be used to help meet the expected family contribution for those borrowers who qualify.

SCHOLARSHIP PROGRAMS

1. **DELTA SCHOLARSHIPS:** Board of Trustees Scholarships provide tuition and fees for four semesters of attendance. Scholarships are available to selected seniors nominated by each high school in the college district. Scholarships are also available to selected adults who have received their high school diplomas through a local high school completion program.

2. **PRIVATE SCHOLARSHIPS ADMINISTERED BY THE COLLEGE:** Funds provided through the generosity of interested individuals, firms, and organizations make possible the recognition of superior academic achievement. Recipients are selected from those financial aid applicants who have financial need, have a strong academic record, or meet particular requirements specified by the sponsor. Additional detailed information is available through Delta's Office of Financial Aid.

EMPLOYMENT PROGRAMS

1. **TEMPORARY EMPLOYMENT:** The Placement Office will assist all students who are seeking on or off-campus temporary employment. Students must fill out the Student Employment Application and register with the Placement Office.

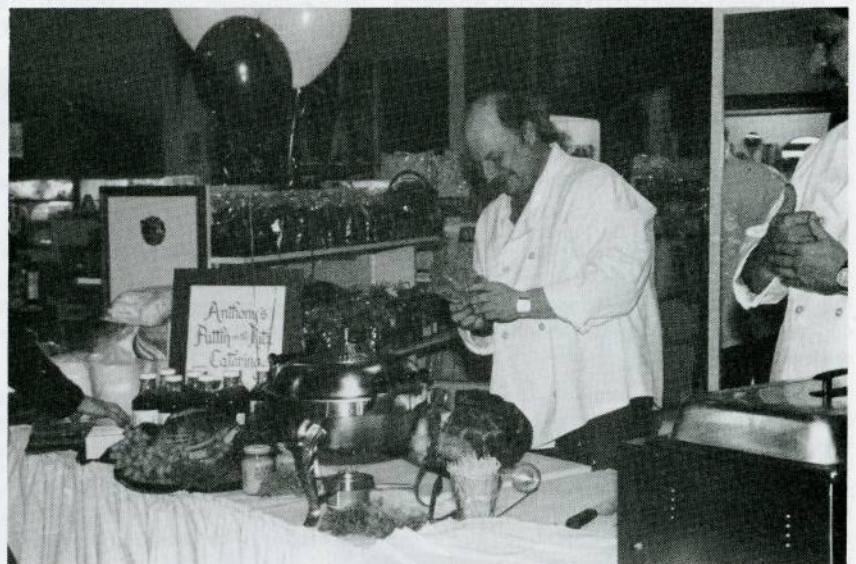
2. **OFF-CAMPUS, FULL OR PART-TIME EMPLOYMENT:** The Placement Office will assist all students who are seeking off-campus full or part-time employment. Students must fill out the Student Employment Application and register with the Placement Office.

RIGHTS OF FINANCIAL AID APPLICANTS

1. You have the right to know what financial aid programs are available.
2. You have the right to know the deadlines for submitting applications for each of the financial aid programs available.
3. You have the right to know how financial aid will be distributed, how decisions on that distribution are made, and the basis for these decisions.
4. You have the right to know how your financial need was determined.
5. You have the right to know what resources (such as parental contribution, other financial aid, your assets, etc.) were considered in the calculation of your need.
6. You have the right to know how much of your financial need as determined by the institution has been met.
7. You have the right to request an explanation of the various programs in your student aid package.
8. You have the right to know the Delta College refund policy.
9. You have the right to know what portion of the financial aid you received must be repaid, the payback procedures, the length of time you have to repay the loan, and when repayment is to begin.
10. You have the right to know how Delta College determines whether you are making satisfactory progress and what happens if you are not.

RESPONSIBILITIES OF FINANCIAL AID APPLICANTS

1. You must complete all application forms accurately and submit them on time to the right place.
2. You must provide correct information. In most instances, misreporting information on financial aid application forms is a violation of law and may be considered a criminal offense which could result in indictment under the U.S. Criminal Code.
3. You must return all additional documentation, verification, corrections, and/or new information requested by either the Office of Financial Aid or the agency to which you submitted your application.
4. You are responsible for reading and understanding all forms that you are asked to sign and for keeping copies of them.
5. You must accept responsibility for all agreements that you sign.
6. You must perform the work that is agreed upon in accepting a College Work-Study job.



VETERANS INFORMATION

Veterans who desire and are eligible for educational benefits from the Department of Veterans Affairs should contact the Delta College Veterans Affairs Office in A-wing. The Office also provides referrals to other agencies and College services, assistance in obtaining military credit, acts as the liaison to the Department of Veterans Affairs, and provides other related services.

Educational benefit payments are based upon the number of credits the veteran is enrolled in. Payments are made directly to the veteran each month by the Department of Veterans Affairs if the veteran is maintaining satisfactory progress and following a chosen curriculum. **Veterans should be prepared to pay their tuition at the time of registration for academic classes each semester.**

VETERANS RESPONSIBILITIES:

1. Veterans transferring from another college must have their official transcripts sent to the Delta College Admissions Office within two semesters of attendance for credit evaluation. Veterans who fail to do this may have their benefits terminated.
2. It is the veteran's responsibility to certify for benefits each semester at the Veterans Affairs Office. The student must bring his/her schedule showing that tuition and fees have been paid in order to be certified for educational benefits.
3. A veteran can receive benefits **only for those courses necessary for graduation**. Any deviations from the curriculum guidelines should be discussed with the Veterans Affairs Office.
4. Veterans should not repeat a course in which they have previously earned a satisfactory grade or audit courses and expect VA benefit payment for such credit hours. Should a veteran take a course under the pass/no credit grade option, the VA will not pay benefits for an "NC" (no credit) grade.
5. Veterans are expected to successfully complete courses in which they enroll. If a failing grade is assigned, veterans are expected to provide a written statement to the Veterans Affairs Office indicating the last date of attendance for courses in which a failing grade is received. Failure to do so will result in the College reporting the first day of the semester as the last date of attendance for the course(s).
6. Veterans must be making satisfactory progress in their curriculum and toward fulfillment of graduation requirements. It is expected that the veteran student achieve a "C" (2.00) grade point average for each semester of attendance. Should the student achieve less than a "C" (2.00), the veteran will be placed on VA academic probation. The Department of Veterans Affairs will be notified of students placed on probation. If a student is on probation status two consecutive semesters he/she will not be certified for benefits by the College. Veteran students will be eligible for recertification by the College when a "C" (2.00) grade point average is achieved and the student is removed from probation status.
7. It is the veteran's responsibility to file a drop form at the Records & Registration Office as soon as he/she is no longer attending class. The veteran **must** also notify the Veterans Affairs Office immediately upon dropping or withdrawing from classes in order to modify certified credit hour load. It is to the veteran's benefit to report mitigating circumstances that have affected attendance in classes.
8. Veterans must promptly inform the Veterans Affairs Office of any changes in their address or in the number of dependents.

MILITARY CREDIT

Delta College awards two physical education activity credits and one physical health theory credit for veterans and/or reservists who successfully complete basic training. A copy of the veteran's DD 214 should be submitted to the Veterans Affairs Office.

Additional college credit for military training/experience may also be granted. Veterans wishing additional credit should submit copies of certificates and other supporting documentation to the Veterans Affairs Office. The documents will be prepared and submitted to the Records

Office for official evaluation. Written confirmation of credit awarded will be mailed to the veteran.

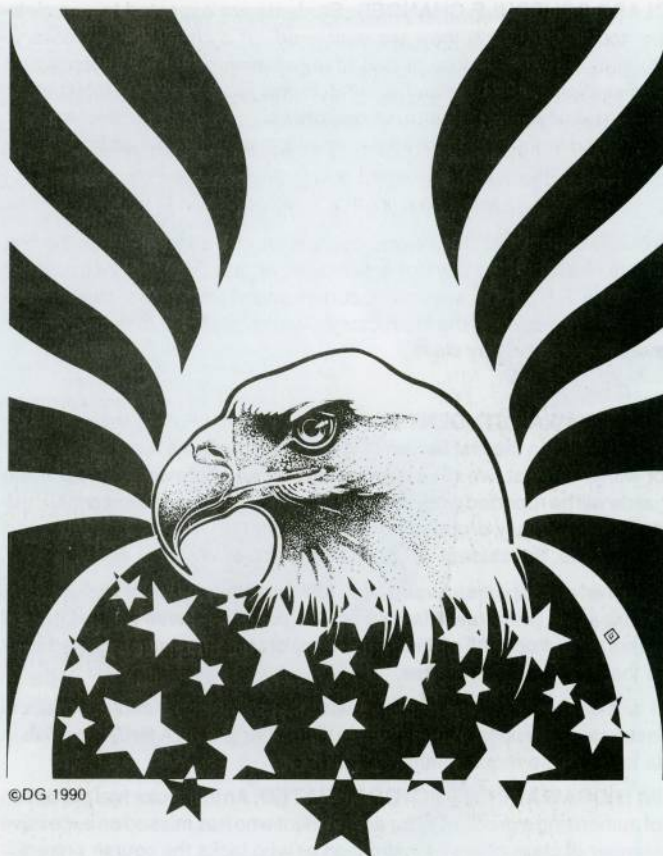
SERVICE MEMBERS OPPORTUNITY COLLEGES (SOC)

Delta College has been designated as an institutional member of Service Members Opportunity College. SOC institutions provide appropriate evaluation of veterans' training, experience, and prior study. SOC is administered by the American Association of State Colleges and Universities and cosponsored by the American Association of Community and Junior Colleges, in cooperation with 12 other national associations in higher education, the Department of Defense, the Military Services, the National Guard Bureau, and the Coast Guard.

CONCURRENT ADMISSIONS PROGRAM (ConAp)

Delta College is also a member of ConAp. ConAp is a joint program of the Army and Service Members Opportunity Colleges to admit new soldiers into a college or university at the same time they enlist in the Army or Army Reserve.

Eligible soldiers are admitted, either on a full or provisional basis, with admission deferred until completion of active military service. "Provisional admission" means that the student may be required to take certain foundation courses or undergo other academic preparation and may be limited in the number of courses undertaken. The student is subject to the catalog requirements at the time of enrollment in classes at the college. The admission agreement is in effect for two years.



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REGISTRATION & ENROLLMENT INFORMATION

REGISTRATION

Students are expected to register during the College's official registration periods. Students may register after the completion of the official registration periods but before the midpoint of a course with written permission of the instructor. Students may not register past the midpoint of any class.

Detailed information regarding phone and campus registration may be found in the Schedule of Academic Classes booklet. There is a specific Late Registration and Add/Drop period designated in the College calendar each year. The Records and Registration Office staff coordinate and register all Academic and Community Services students.

CANCELLED CLASSES: The College reserves the right to cancel any class which does not have a sufficient enrollment of students to warrant its continuation. Students should attempt to add another class or apply for a refund at registration or the Records and Registration Office. Students may also request a refund by phone or letter to the Records and Registration Office.

CLASS SCHEDULE CHANGES: Students are expected to complete the courses in which they are registered. If a change is necessary, students must file a drop or add at registration or at the Records and Registration Office or send a letter to the Records and Registration Office requesting the drop or withdrawal. The date this form is processed or the postmark on the envelope is the official add/drop date for the course.

ADDED COURSES: In general, courses may be added through the first five (5) instructional days of a semester or first three (3) instructional days of a 7-1/2 week session. Courses added after these days require written permission of the instructor, however, students may not register past mid-point of any class.

WITHDRAWAL STUDENT INITIATED DROPS: For courses officially dropped within the first eleven (11) calendar days of a regular semester or within the first five (5) calendar days of an abbreviated session, no grade will be reported or recorded on the official College transcript. If the course is officially dropped from the twelfth (12) calendar day through mid-course, the student will receive a grade of W.

When an official withdrawal/drop is initiated after mid-course, the grade will be a WE (withdrawal failing) or WP (passing course work at date of withdrawal/drop). All official withdrawal/drops must be completed prior to the last week of a course.

If a student does not officially withdraw/drop after mid-course, the instructor will assign an appropriate final letter grade (A thru E) in relation to total course requirements achieved.

WITHDRAWAL INSTRUCTOR INITIATED: An instructor has the option of authorizing a grade of W for any student who has missed an excessive number of class hours of instruction or who lacks the course prerequisites. This authorization may be initiated through mid-course and reported to the Records and Registration Office.

Upon receipt of an authorization, the Records and Registration Office will notify the student in writing of, and the reason for, the drop.

If a student wishes to appeal an instructor-initiated drop, the contact must be with the class instructor. If necessary, mediation may be requested of the appropriate division chairperson. All appeals must be in writing and signed by the student requesting the appeal and received

within one week following notification of the drop.

WITHDRAWAL FROM COLLEGE: To completely and officially withdraw (drop all courses) students must complete an add/drop form at registration or at the Records and Registration Office. Withdrawal may also be requested by mail and the postmark on the envelope will be the official withdrawal date used to determine eligibility for tuition refund.

TUITION/FEES

Tuition and fees must be paid in total at designated times (see Schedule of Academic Classes booklet) each semester or session, and may be paid by cash, check, Visa, MasterCard, or charged to approved financial aid. Tuition is assessed by credit hour based on the student's residency status. The per credit hour tuition rate for each semester is published in the Schedule of Academic Classes booklet and subject to change without prior notice by action of the Board of Trustees.

Fees are charged for specific courses. Fee information is listed in the Schedule of Academic Classes booklet and subject to change without prior notice.

Residents of the Delta College district, 60 years of age or older, may register for courses offered by the College and receive a grant reducing the amount of tuition due, equal to 50% of the tuition. The grant does not apply to fees (registration, contact hour, high cost, course, etc.), books or supplies, trip cost, or other special fees. The College reserves the right to exempt certain courses or programs from grant eligibility. To be eligible for the Senior Citizen Grant Program, a person must have a Delta College identification number. The identification number is issued by the Admissions Office after completing a brief application form, which requires proof of age.

A registration fee of \$10.00 is charged to each Academic student once each semester or session. A registration fee of \$5.00 is charged to each Community Services student once each semester or session. Students registering in both Academic and Community Services courses will pay both registration fees once each semester or session.

Textbooks and Equipment: Students are required to purchase their own textbooks, supplies, personal attire (i.e., lab coats, clinic shoes, etc. as required by courses), special equipment and tools, and attire and equipment for physical education classes. Most of these items may be purchased at the College Bookstore, which is located in the Commons/Cafeteria area and open during all College registration hours.

Miscellaneous Fees:

Transcript copy	\$2.00 each
Same day transcript service	\$5.00 each
Credit by exam	Individual course basis
Student I.D. card replacement	\$1.00 each
Parking	None (except violations)
Semester schedule of classes (copy)	50¢ each

REFUND POLICY

TUITION AND SPECIAL COURSE FEES*

100% refund: through the 7th calendar day** (including Saturday and Sunday) of the semester.

50% refund from the 8th through the 14th calendar day** (including Saturday and Sunday) of the semester.

No refund after the 14th calendar day** (including Saturday and Sunday) of the semester.

For courses that begin after the first full week of the semester, the start date of the course is considered as the first calendar day for refund purposes.

*Refunds for certain Community Services, Corporate Services and short-term (less than four weeks) Academic courses will differ.

**Calendar day is defined as all the days of the week including Saturday and Sunday. The first calendar day is defined as the first day of the semester.

Students may drop courses in person or by mail. When dropping by mail, the postmark will be used to determine the percentage of refund.

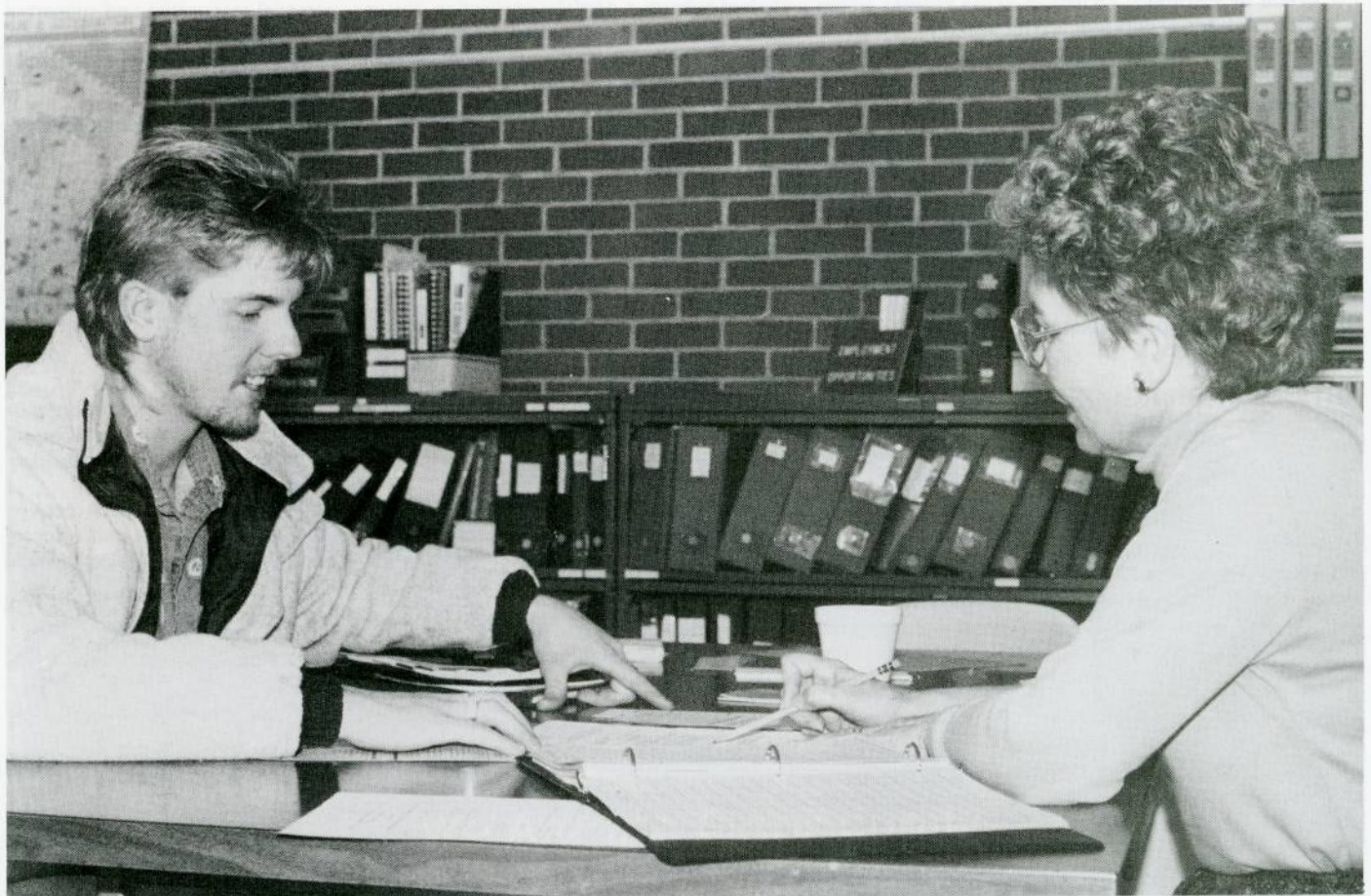
REGISTRATION FEE

No refund, unless all courses are cancelled by the college.

ADD/DROP PERIOD

During the official add/drop period (28 days from official start date of semester or start date listed in schedule), students are permitted to offset equal credits and course fees through the add/drop procedure. Tuition for credits and course fees dropped in excess of credits added will be refunded at the appropriate percentage rate listed above. For credits or course fees added in excess of credits dropped, additional tuition and fees must be paid. Add/Drop after the completion of a course is not permitted. Spring and Summer are two distinct semesters for purposes of this policy.

Special refund consideration by the Vice President of Student Services is available for drops due to medical reasons or death by submitting a medical statement to the Records and Registration Office.



ADVANCED CREDITS/PLACEMENT

Acceptance of Transfer Credits: Students transferring to Delta College from another college or university must have an official transcript of previous course work mailed to the Delta College Admissions Office. An official transfer credit evaluation is done by the Records and Registration Office and a written copy of credits transferred is mailed to the student. Guidelines followed are:

1. Equivalent courses completed with a "C" (2.0) grade or better at another regionally accredited college will be accepted. Transfer credit is not granted for below-100-level courses.
2. A transfer student has the option to receive from 1 to 8 semester hours of credit for non-equivalent course work and/or course work in which "C-" or below grades were received at another regionally accredited college. A student must request a Delta College Counselor to submit the necessary form to receive this credit. A maximum of 8 semester hours of credit will be granted between non-equivalent and "C-" or below grade course work.
3. Grades earned at another college in courses accepted by Delta College are not entered on the permanent academic record (transcript) at Delta College nor calculated in the Delta College cumulative grade point average.

GUEST CREDIT FROM ANOTHER COLLEGE: If you are a Delta student and plan to take Guest credit at another college, you should complete a *Guest Student Application* and submit it to the Records and Registration Office for approval. Upon completion of the Guest course work at another college, it is the student's responsibility to request an official transcript be sent to the Delta College Admissions Office in order to have these credits recorded on your transcript by the Director of Records.

CREDIT FOR PRIOR LEARNING: Academic credit may be earned for prior learning in many areas of study at Delta College. The Credit for Prior Learning Program, administered through the Assessment/Testing Services Office, is designed for students who have gained, through related work experience and/or training, learning that may be equivalent to content taught in actual college courses. The four basic methods used to assess prior learning are:

College Level Examination Program (CLEP): National standardized tests in selected academic areas. The application forms, course equivalents and minimum passing scores for the tests accepted at Delta College are available from the Assessment/Testing Office. There is a test fee and a non-refundable administration fee charged per test. Students must request that CLEP send their examination scores to the Delta College Admissions Office. Upon receipt of successful completion of a CLEP examination, the Records and Registration Office will record the appropriate credit on the student's transcript.

Credit by Discipline Exam (CDE): Comprehensive challenge examinations are developed and evaluated by Delta College faculty in selected courses. Students who earn a passing grade on a CDE examination will have the credit(s) recorded on their transcript for that course. A per credit hour attempted fee is charged prior to taking a CDE examination. A student may also choose to waive a course by successfully completing a CDE examination. Students choosing the waiver option should discuss it first with their academic counselor.

Credit by Portfolio: An individualized process where a student submits a portfolio application, resume, personal manuscript and supporting documentation of prior learning for faculty review and evaluation in course(s) they believe they have the knowledge, background and skills. A per credit hour attempted fee is charged prior to portfolio materials being submitted to the appropriate academic division. Students who successfully complete a portfolio will have the earned credit(s) recorded on their transcript.

Credit by Training: An individualized process where a student earns academic credit for Delta College Training Programs. Students who believe they qualify for this option should contact the Assessment/Testing Services Office.

Students interested in any of these programs need to be aware that the following restrictions may apply:

- 1) These options are not available in all areas of study.
- 2) Credit(s) earned through this program may not be transferrable to other institutions.
- 3) Prior learning credits are not eligible for financial aid.
- 4) A student may only apply once for credit in the same course.

Further information about Credit for Prior Learning may be obtained from the Assessment/Testing Services Office.

ARTICULATION AGREEMENT WITH HIGH SCHOOLS AND SKILL CENTERS: The Delta College District is part of a statewide effort charged with implementing Competency Based Education Articulation of occupational programs. It is one of nine demonstration sites in Michigan, supported by a grant from Michigan Department of Education Vocational-Technical Education Services, in which secondary and post-secondary teachers, counselors and administrators jointly develop curriculum agreements.

Articulation is an agreement between public schools and post-secondary institutions which may allow a student to receive credit for instruction received while attending a high school vocational/technical program. Presently, through an Articulation Project, Delta College may accept public school achievement for advanced placement into vocational/technical programs which are similar to programs completed in high school. Any student from Bay-Arenac, Huron Area Skill Center, Midland, Mt. Pleasant, Tuscola Area Career Center or Saginaw School districts, who attends a secondary program which has a signed agreement with Delta College may receive advanced placement, or credit, for work completed in a high school or skill center. Eligible students must have graduated after spring 1978 from a public school program which has a signed agreement.

A student moving from a high school or skill center articulated program into a related program area at the College may get a course waiver with no credit, or credit for successful completion of a competency test by following these steps:

1. The teacher of the secondary occupational education program shall complete a Student Achievement Recording Process (SARP) and make this a part of the student's permanent record.
2. Upon application for general admission to Delta College, a student shall request from the high school a copy of the SARP record be forwarded to the Director of Admissions, Delta College.
3. The Delta Counseling staff will normally review the achievement record of the student and make recommendation as to the following:
 - a. Full course credit to be assigned.
 - b. Partial course credit to be assigned. (Procedure not yet established)
 - c. Performance tests to be completed.
 - d. Course waiver (no credit assigned).
 - e. Any combination of the above or none of the above.

Note: Each student must meet and maintain all of the entrance requirements and academic standards of Delta College and prerequisites for the specific program desired. The Articulation (high school) Agreement in *no way guarantees* a student entrance into Delta College or early enrollment into "limited enrollment" programs.

Programs now articulated are: Accounting, Automotive Services, Computer Information Systems, Drafting, Electronics, General Business, Office Systems Education, Lithography, Machine Tools, Nursing, Residential Construction and Welding. Further information may be obtained from area high schools/skill centers or the Delta College Admissions Office.

CLASS/CREDIT LOAD

A full-time student class load is 12-18 semester credit hours in a 15 week semester. To assume a class load in excess of the above credit hours, special permission must be obtained from a counselor or from the Dean of Students Office before registering. (Excess load for a Spring or Summer 7-1/2 week session is 10 or more credits). Approval of excess credit load is dependent on the student's previous academic record.

CLASSIFICATION OF STUDENTS

The classification system stated below applies only to academic students pursuing certificate or Associate degree programs. (Community Service credit hours are not included.)

Freshman—A student who has earned 29 or less semester credit hours.

Sophomore—A student who has earned 30 or more semester credit hours.

Full-time—A full-time student is one who enrolls for 12 or more semester credit hours during a semester.

Part-time—A student who carries 11 or less semester credit hours during a semester.

ATTENDANCE POLICY

It will be necessary for certain groups of students (e.g., veterans, financial aid recipients) to adhere to attendance requirements imposed by external regulatory agency policies beyond the following stipulated by Delta College.

1. Attendance is expected at all classes for maximum student achievement.
2. It is the responsibility of the student to make arrangements for missed class work.
3. The College recognizes, that on occasion, special College-connected events will conflict with scheduled class/laboratory times. Before those special occasions, the student will work with the instructor to make alternate arrangements.
4. Individual instructors determine attendance rules and will explain those rules within the above limitations, at the initial class meeting and/or in the course syllabus.



**The Community College
Made Successful By
Saginaw, Bay, and Midland County**

Delta College



We Are The Opportunity

ACADEMIC ACHIEVEMENT

ACADEMIC ACHIEVEMENT STANDARDS:

1. A minimum cumulative grade point average of 2.0 (C) must be achieved to graduate with an Associate degree or certificate in a specific career or transfer curriculum.
2. A student making SATISFACTORY PROGRESS shall have:
 - A. Successfully completed (grades A, A-, B+, B, B-, C+, C, C-, D+, D, or P) 51% or more of the credit hours enrolled in during the last two semesters combined and over, AND
 - B. **Shall not** be on Academic Probation, Withdrawal Alert Status, or Dismissal Status.
3. A student making UNSATISFACTORY PROGRESS is defined as:
 - A. Being placed on WITHDRAWAL ALERT after having enrolled in 12 or more credit hours; having attended at least two (2) semesters; and having received 50% or more W, WP, and/or WE grades.
 - B. Being placed on ACADEMIC PROBATION for being below the required grade point average as indicated on the Academic Status Scale after having attempted twelve (12) or more credits and having attended Delta College for at least two (2) semesters. (See page 44)
 - C. Being placed on ACADEMIC DISMISSAL for having an academic grade point average which indicates Dismissal Status on the Academic Status Scale (see page 44).

PROBATION AND DISMISSAL STATUS CONDITIONS AND PROCEDURES

1. **Academic Probation Status:** The Director of Records will issue a letter to all students whose grade point average indicates they are on Probation Status according to the Academic Status Scale at the end of Fall, Winter, and Spring/Summer Semester.

Students on Probation Status who plan to enroll next semester should make an appointment with a counselor to have their curricula and course selections reviewed. Students on probation may be strongly encouraged to contact the Teaching/Learning Center for diagnostic review and be referred to appropriate tutorial services.

2. **Dismissal Status:** Students who are placed on Dismissal Status at the end of Spring/Summer or Fall semester will be issued a Probation Dismissal Warning letter. This letter will indicate they are in severe academic trouble because of their low grade point average. These students will be expected to seek counseling assistance and recommendations to change directions in order to improve their grade point average.

Students dismissed at the end of the Winter Semester must remain out of Delta College for one academic year (Fall and Winter Semesters). Dismissed students have a right to appeal the dismissal action. A written request to appeal must be submitted to the Academic Progress Committee*. The procedure for appeal is available from the Counseling or Records and Registration Office.

*This Committee will be composed of the Director of Records or designee, a counselor and an Academic Dean or designee.

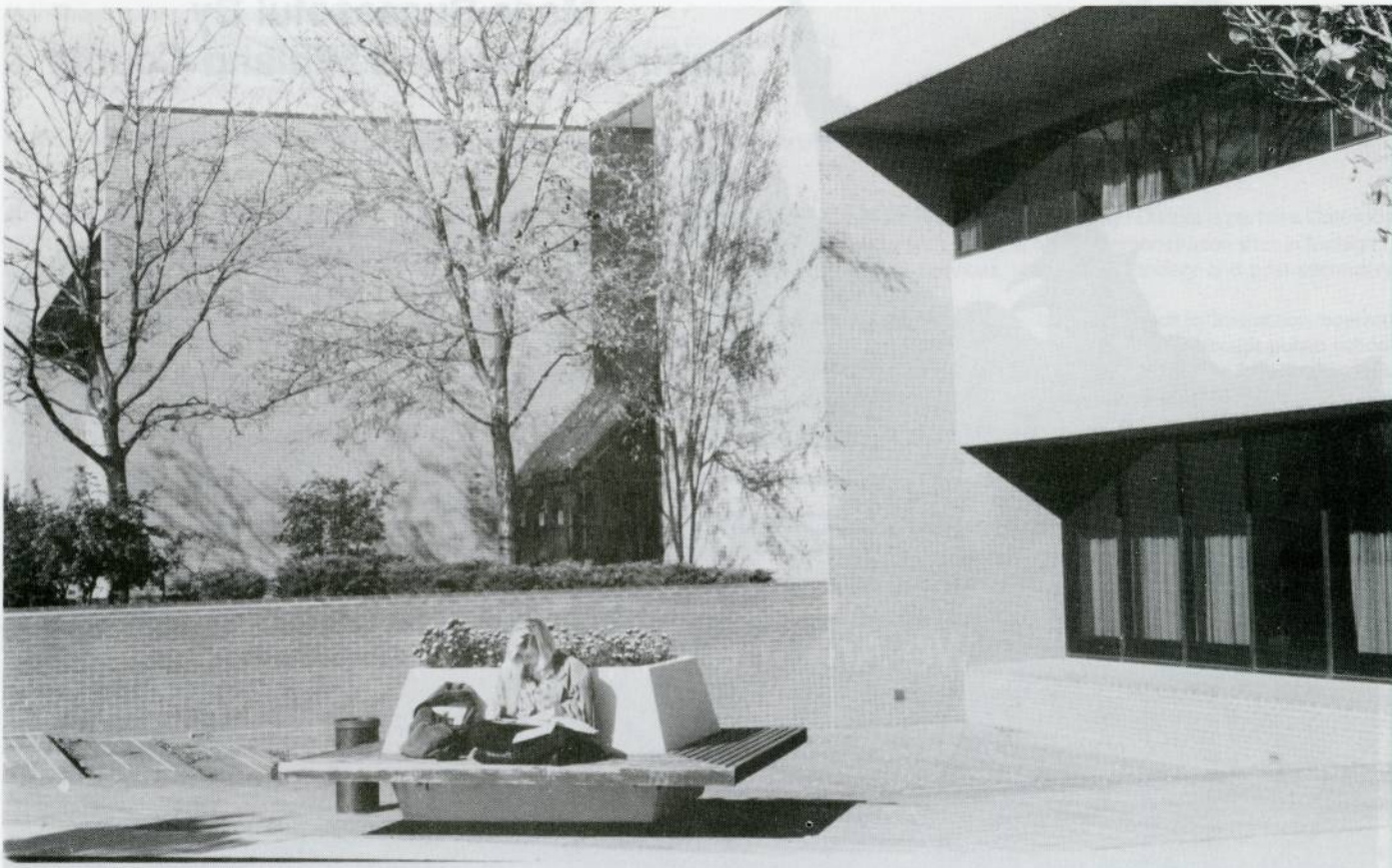


TABLE FOR DETERMINING ACADEMIC STATUS SCALE

Following is the table for determining your academic standing at Delta College. To use the table: 1) locate on your grade report or academic transcript your cumulative grade point average and the total number of credits attempted, 2) find your position in the left-hand column of the table, 3) read across the page to your right until you locate the column which includes your current cumulative grade point average. This column heading indicates whether you are in the "Satisfactory Progress", the "Academic Probation" or the "Academic Dismissal" range.

ACADEMIC STATUS SCALE

Delta Credit Hrs. Attempted	Satisfactory Progress	Academic Probation Status	Academic Dismissal Status
12	1.34 and above	.67-1.33	.66 or less
13	1.52 and above	.76-1.51	.75 or less
14	1.53 and above	.86-1.52	.85 or less
15	1.55 and above	.95-1.54	.94 or less
16	1.57 and above	1.03-1.56	1.02 or less
17	1.59 and above	1.08-1.58	1.07 or less
18	1.61 and above	1.12-1.60	1.11 or less
19	1.63 and above	1.17-1.62	1.16 or less
20	1.64 and above	1.21-1.63	1.20 or less
21	1.65 and above	1.25-1.64	1.24 or less
22	1.66 and above	1.28-1.65	1.27 or less
23	1.67 and above	1.30-1.66	1.29 or less
24	1.68 and above	1.34-1.67	1.33 or less
25	1.69 and above	1.37-1.68	1.36 or less
26	1.70 and above	1.40-1.69	1.39 or less
27	1.71 and above	1.44-1.70	1.43 or less
28	1.72 and above	1.47-1.71	1.46 or less
29	1.73 and above	1.50-1.72	1.49 or less
30	1.74 and above	1.54-1.73	1.53 or less
31	1.75 and above	1.56-1.74	1.55 or less
32	1.76 and above	1.58-1.75	1.57 or less
33	1.78 and above	1.61-1.77	1.60 or less
34	1.79 and above	1.63-1.78	1.62 or less
35	1.81 and above	1.65-1.80	1.64 or less
36	1.84 and above	1.67-1.83	1.66 or less
37	1.84 and above	1.69-1.83	1.68 or less
38	1.85 and above	1.70-1.84	1.69 or less
39	1.85 and above	1.71-1.84	1.70 or less
40	1.86 and above	1.73-1.85	1.72 or less
41	1.86 and above	1.75-1.85	1.74 or less
42	1.87 and above	1.77-1.86	1.76 or less
43	1.87 and above	1.77-1.86	1.76 or less
44	1.90 and above	1.78-1.89	1.77 or less
45	1.91 and above	1.79-1.90	1.78 or less
46	1.92 and above	1.80-1.91	1.79 or less
47	1.93 and above	1.81-1.92	1.80 or less
48	1.93 and above	1.82-1.92	1.81 or less
49	1.94 and above	1.84-1.93	1.83 or less
50	1.94 and above	1.85-1.93	1.84 or less
51	1.95 and above	1.85-1.94	1.84 or less
52	1.96 and above	1.85-1.95	1.84 or less
53	1.97 and above	1.86-1.96	1.85 or less
54	1.97 and above	1.86-1.96	1.85 or less
55	1.98 and above	1.86-1.97	1.85 or less
56	1.98 and above	1.87-1.97	1.86 or less
57	1.99 and above	1.87-1.98	1.86 or less
58	2.00 and above	1.87-1.99	1.86 or less
59	2.00 and above	1.87-1.99	1.86 or less
60 or more	2.00 and above	1.88-1.99	1.87 or less

STUDENT RECORDS

GRADING SYSTEM

Students receive one final grade in each course taken. Grades are indicated by letters, to each of which is assigned a certain value in grade points per semester credit hour.

Letter Grade	Significance	Grade Points/ Sem. Cr. Hr.
A	Excellent	4.0
A-	Excellent	3.7
B+	Good	3.3
B	Good	3.0
B-	Good	2.7
C+	Average	2.3
C	Average	2.0
C-	Average	1.7
D+	Poor	1.3
D	Poor	1.0
E	Fail	0.0
P	Pass (C/2.0 grade or above)	Not included in computing credits and grade points
I	Incomplete	
X	Audit	
WP	Withdrawal Passing	
WE	Withdrawal Failing	
W	Withdrawal No Evaluation	
NC	No Credit	

Notation: The College Community Services Division also uses the above letter grades for their courses; however, points are not awarded or grade point averages maintained for Community Services Courses.

GRADE POINTS: The number of grade points earned in a course is the number of course semester credit hours multiplied by the number of grade points corresponding to the letter grade received. For example, a grade of B+ in a four semester hour course equals 13.2 grade points ($3.3 \times 4 = 13.2$).

GRADE POINT AVERAGE: Grade point average (g.p.a.) is calculated by dividing the total number of grade points earned by the total number of semester credit hours attempted. For example, a total of 32 grade points earned in a semester by a student officially enrolled in 16 semester credit hours of classes gives a grade point average of 2.00 for that semester. Cumulative grade point average (c.g.p.a.) is calculated similarly, using sum totals from all semesters a student was enrolled. In both calculations, the number of E grade credit hours must be included, although no grade points are awarded.

REPEATED COURSES: The highest grade received by a student for any given course shall be the grade used in computing the cumulative grade point average and the number of course semester credit hours shall only be counted once in the total number of semester credit hours attempted. All grades received by a student in a given course shall, however, remain on the student transcript but will be designated by the Records and Registration Office as having been repeated so it will be known that only the highest grade earned is being counted in cumulative totals.

INCOMPLETE GRADES: An instructor may assign an Incomplete grade if the student has not fulfilled all course requirements when final grades are assigned. An Incomplete is a temporary grade given only when the student's work has been of acceptable quality near the end of the 15-week semester, but the required amount has not been completed because of reasons satisfactory to the instructor.

Requirements of a course are to be completed no later than December 1 for incomplete grades issued in the Winter and Spring/Summer semesters and April 1 for incomplete grades issued in the fall semester. In exceptional circumstances, additional time may be granted for completion of course work by notification from the instructor to the Director of Records in writing.

AUDITING COURSES: A student may enroll in courses as an auditor with audit credit earned for the course. A mark of "X" will be recorded on the permanent record if general requirements of auditing are fulfilled. No credit will be earned. Some appropriate reasons for course auditing are professional enrichment, refreshment or enjoyment. Tuition and fees are the same as for regular credit courses and a student number is required. Instructor audit objectives must be fulfilled. Audit credit is not applicable toward fulfillment of associate degree or certificate requirements. A student enrolling in a course for an audit must complete an Audit Request Form in the Records and Registration Office during the first week the class meets. For the deadline of classes that meet 1 week or less, a student should contact the Records and Registration Office. Any questions regarding course auditing should be directed to the Records and Registration Office.

PASS/NO CREDIT OPTION: The Pass/No-Credit grade option is available for numerous courses at Delta College. Students interested in this grading option in place of the usual A-E grading system should declare this choice at registration or through the end of the 10th week of the semester (5th week of a session) by completing a form at the Records and Registration Office. Courses approved for P/NC grade option are listed in each semester's Schedule of Academic Classes booklet.

GUIDELINES AND PROCEDURES FOR P/NC GRADE OPTION:

- Grades on the P/NC system are not included in computing the semester or cumulative point average.
- Grading symbols used and their significance are: "P" (Pass) credit is granted and represents performance at or above the C/2.0 level. "NC" (No-credit) no credit is granted and represents performance at or below the C-/1.7 level.
- No student may apply more than a total of 12 semester hours P/NC course work toward Delta graduation requirements.
- Enrollment on a P/NC basis is recorded with the Records and Registration Office.
No indication of P/NC status of a student will be communicated to a faculty member by any office of the College.
- A letter grade will be on file in the Records and Registration Office, but only P or NC will appear on the student's transcript.
- Students wishing to have a grade(s) converted from P/NC to a letter grade(s) may do so by applying to the Records and Registration Office no later than the end of the following semester after the P/NC grade was issued.
- Course prerequisites and other criteria for enrolling in any course shall be determined by the department or division offering the course and apply equally to both the traditional and the P/NC grading systems.
- Students planning to transfer should first check with a Delta counselor regarding the acceptance of the P/NC grade option for specific courses by the transfer college.

GRADE POINT AVERAGE RECOMPUTATION POLICY

A former student who wishes to re-enroll after an absence from Delta for three or more years and having left on Probation or Dismissal Status, may petition the Academic Achievement Committee to recompute his/her cumulative grade point average. If the petition is approved, all courses previously taken will remain on the permanent record. Those courses with grades of A, A-, B+, B, B-, C+, C will be converted to P (pass grades) and credits counted (limit of 12). All other courses will be converted to NC (no credit).

If the petition is approved, the student may resume his/her academic program at Delta with no cumulative grade point average and thereafter is subject to the conditions of Satisfactory Progress, Probation and

Dismissal as indicated on the Academic Status Scale. (Please note: No student may apply more than 12 semester hours P/NC coursework toward Delta College graduation requirements).

DEAN'S LIST

Each semester a President's List is issued of all students who receive a grade point average of 4.0 for that semester; a Vice President's List for all students who receive 3.7 through 3.99 grade point averages; and a Dean's List of students who receive 3.5 through 3.69 grade point averages. To be eligible a student must complete at least 12 semester credit hours in a Fall, Winter or Spring/Summer Semester. Courses taken on the Pass/No-Credit option do not apply.

GRADE REPORTS AND TRANSCRIPTS

FINAL GRADES: Final grade reports are mailed to students usually within one week of the official ending date of each semester. Final grades are listed on the student's official transcript which is maintained by the Records and Registration Office. The final evaluation/grade of the student is the responsibility of individual faculty members. Instructors may exercise their own prerogatives with respect to student evaluation as long as these prerogatives do not conflict with other institutional policies.

STUDENT TRANSCRIPTS: The transcript is the College's official academic record of a student's work.* Each student's record is updated at the close of each semester. The student's academic record includes all academic courses waived, attempted and completed (course titles, credit hours, final grades and honor points), semesters enrolled, transfer credit accepted, credit awarded by examination or advanced placement, certificates/degrees awarded, honors and Academic Achievement Standards. Grade records of all Community Services course work are also maintained by the Records and Registration Office. A \$2.00 charge is made for each transcript copy requested by the student. (\$5.00 for same day service). Copies will be sent, upon written request of the student, to anyone designated by the student. Ordinarily transcripts are mailed within five days. Transcript copies will not be furnished for students who have delinquent accounts at the College.

CHANGE OF ADDRESS OR NAME: Change in address or name must be reported to the Records and Registration Office, Admissions Office, Financial Aid Office or Counseling Center immediately. Communications and Grade Reports will be sent to the latest address on file. Legal name changes (other than marriage) require court action and documentation.

ACCESS TO RECORDS

In compliance with the Federal law, The Family Educational Rights and Privacy Act of 1974, Delta College maintains procedures pertaining to the confidentiality of student educational records. No one outside the institution shall have access to nor will the institution disclose any information (other than directory information) from students' education records without the written consent of students except to qualified personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Written consent of the student is not required for Delta College staff or faculty members to utilize educational records for legitimate educational purposes. These members include faculty, counselors, administrators, clerical staff, and other professional level employees. At its discretion the institution may provide directory information in accordance with the provisions of the Act to include: student name, address, telephone

number, curriculum and major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students wanting directory information kept confidential must notify the Counseling Center in writing within the official add/drop period of each semester or session.

The College will permit a person who is or has been in attendance at the College to inspect and review his or her educational records. Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived the rights of inspection and review; or educational records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purpose for which they were collected.

Students who believe that their educational records contain information that is inaccurate or misleading or is otherwise in violation of their privacy or other right, may discuss their problems informally with the person in charge of the records involved. If the decisions are in agreement with the student's requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended and will also be informed of their right to a formal hearing by the Vice President of Student Services.

Legal name changes (other than marriage) require Court action and documentation. Name change requests should be submitted to the



DISPUTED FINAL GRADE POLICY

GRADE APPEAL: Since a final grade assignment is made on an individual basis, this procedure can be invoked only by individuals questioning the appraisal of their own academic progress and cannot be invoked by one individual on behalf of a group of individuals.

Every effort will be made to resolve conflicts through informal discussion with the involved parties. Students are encouraged to contact the Grade Ombudsman for a clear understanding of the process. All parties involved are encouraged to keep the time intervals between steps as short as possible. The time limits identified are considered maximum unless altered by the Grade Ombudsman who has the responsibility to see that deadlines are met and the right to extend them under extraordinary circumstances. The Grade Ombudsman is a non-faculty member of the Senate Assembly who is appointed by the President of the College in consultation with the Faculty Executive Committee.

INFORMAL PROCESS

- I. A student who wishes to discuss concerns regarding a grade will contact the faculty member and/or the division chair within twenty-five (25) calendar days following the date the grade is due in the Records and Registration Office at the end of the semester. The faculty member and the student will attempt to resolve the differences. The division chair may be asked to assist with the conflict resolution.

FORMAL PROCESS

- II. To formally appeal a final grade for a course, the student must contact the Grade Ombudsman within five (5) calendar days after the conference with the faculty member and/or division chair.
- III. The Grade Ombudsman, using a standard form, will guide: (a) the student in writing a formal statement that explains the circumstances of the disputed grade and; (b) the faculty member in writing a statement of response to the student.
 - A. The student's statement is to be submitted to the faculty member within five (5) calendar days of meeting with the Grade Ombudsman.
 - B. The faculty member's response together with the student's statement are to be submitted to the Chair of the division within five (5) calendar days of receiving the student's statement. The grade Ombudsman will supply the student with a copy of the faculty member's statement.
 - C. The chair will meet with the student and the faculty member within five (5) calendar days of receiving the student's and faculty member's statements to discuss the grade appeal. The chair will take one of the following actions within two (2) calendar days of the meeting with the student and the faculty member:
 1. Dismiss the appeal and the grade remains.
 2. Recommend a change of grade or a change in the grade under conditions which are defined by the Chair. The recommendation of the Chair may be appealed to the Grade Appeal Board by either the faculty member or the student within three (3) calendar days of receiving the chair's recommendation.
- IV. The Grade Appeal Board is composed of seven members: four (4) faculty members, (three (3) selected by the F.E.C. and one (1) appointed by the Division Chair which offers the course in which the grade is being appealed). The remaining three members will be: the appropriate Dean of Academic Affairs (or Dean's appointee), one (1) student services representative appointed by the V.P. of Student Services, and one (1) student from the Student Senate Committee appointed by the Senate President. The faculty members selected by the F.E.C., the appointee of the V.P. of Student Services and the Student Senate representative will be selected for an entire calendar year.
 - A. The Grade Appeal Board will meet within ten (10) calendar days of receiving the appeal at a time when both parties are available to respond to the Board's questions. Under special circumstances alternates may be appointed to the Grade Appeal Board by the person originally responsible for the appointment of that position. By majority vote, the Grade Appeal Board will make one of the following decisions within two (2) calendar days of the meeting:
 1. The appeal is dismissed and the grade remains.
 2. The grade dispute is resolved by changing the grade, or changing the grade under specific conditions. All members of the Board will determine if the grade should be changed and the faculty members on the Board will decide the specific grade to be awarded.

Decisions rendered by the Grade Appeal Board will be final.

GRADE APPEAL PROCESS

Critical Path

Student contacts faculty member or Division Chair within 25 calendar days

FORMAL APPEAL

(Step one)

Student contacts Grade Ombudsman within 5 calendar days

Student submits statement within 5 calendar days

Faculty member's response and student statement to Division Chair within 5 calendar days

Division Chair meets with the faculty member and student within 5 calendar days

Division Chair takes action within 2 calendar days

Either party may appeal the decision of the Chair

(Step two)

The appeal is taken to the Grade Appeal Board within 3 calendar days

The appeal is considered by the Grade Appeal Board within 10 calendar days

A decision is made by the Grade Appeal Board within 2 calendar days

This decision is final

***(Maximum amount of time required = 57 days,
minimum amount required = 8 days)***

GRADUATION REQUIREMENTS

Students in continuous attendance and continuing in the same program may, for the purpose of graduation, elect either the program in effect at the time of their first registration in the College or the program in effect at the time of their application for graduation. Continuous attendance is defined as attending a minimum of one semester during each academic year since the first registration. Students whose attendance is not continuous must follow the program in effect at the time of their readmission.

A maximum of 38 semester hours of transfer credit may be applicable toward a Delta College Associate Degree.

Associate Degree Requirements: Students must complete all basic degree requirements plus specific requirements in one of the Associate degrees listed. All financial obligations to Delta College must be fulfilled before a student is issued a diploma and/or certificate.

BASIC DEGREE REQUIREMENTS

1. Earn a 2.0 minimum cumulative grade point average in an Associate degree curriculum. Students in the occupational curricula must earn a minimum of C (2.0) in specified courses. These courses are identified on specific curriculum guide sheets.
2. Earn a minimum of 62 semester hours.
3. Successfully complete six semester hours in "content-area writing courses."
4. Earn a minimum of two semester hours in Physical Education activity courses.
5. Successfully complete an approved course in American Government (3 or more semester credit hours).
6. Earn a minimum of 24 semester hours of credit by instruction while in attendance at Delta College. The student must earn the final credits at Delta to complete a degree. EXCEPTION: If 52 or more credits have been completed on a degree program at Delta, the final credits (maximum 12), if approved, can be earned through the "Guest" credit option at other institutions.
7. File an application for an Associate degree with the Records and Registration Office by mid-semester of the final semester of course work.
8. No student may apply more than a total of 12 semester hours P/NC course work toward graduation requirements.

*Effective Fall 1988 semester, all entering students (those with no prior Delta credits) must complete six (6) credit hours of "writing across the curriculum" courses to fulfill graduation requirements. (Courses are designated by a "W" with the course code, such as POL 103W in the Schedule of Academic classes booklet each semester.) Students with previously earned degrees from accredited colleges are exempt from this policy. College Composition courses may not be used to fulfill the college writing requirement.

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

1. Fulfill all Basic Degree Requirements listed.
2. Satisfactory completion of six semester hours in English Composition or approved equivalent.
3. Satisfactory completion of eight semester hours minimum in each of Groups I, II and III according to the Definition of Group Requirements listed.

ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS

1. Fulfill all Basic Degree Requirements listed.
2. Satisfactory completion of six semester hours in English Composition or approved equivalent.
3. Satisfactory completion of eight semester hours minimum in each of Group I and II plus 20 semester hours minimum in Group III according to the Definition of Group Requirements listed above.

GROUP REQUIREMENTS FOR ASSOCIATE IN ARTS AND SCIENCE DEGREES

Students must complete courses from at least *two* subject areas listed in *each* of Groups I, II, and III.

GROUP I: HUMANITIES

ART (only 151, 152, 153, 251, 252, 255, 258)	Music (only MUS 100, 111, 112, 115)
French (FR)	Philosophy (PHL)
English (only ENG 297 & Literature courses)	Photography (PHO)
German (GE)	Russian (RUS)
*History (only HIS 111, 112)	Spanish (SPA)
Inter. Humanities (IHU)	Speech (SPH except SPH 122, 148, 150, 152, 250)
Literature	
(courses listed under ENG designation)	

GROUP II: SOCIAL SCIENCE

Economics (ECN)	Political Science (POL)
*History (HIS)	Psychology (PSY)
*Geography (GEO)	*Sociology (SOC 200-level courses)

GROUP III: NATURAL SCIENCE

At least one lab science must be taken.

Allied Health (AH)	Geology (GLG)
Biology (BIO)	Mathematics (MTH 110 and above)
Chemistry (CHM)	Physical Science (PSC)
Computer Science (CPS)	Physics (PHY)
*Geography (only GEO 111)	*Sociology (only SOC 230)

* History (HIS) 111 and 112 may be included in either Group I or II but may not be counted in both groups; Geography (GEO) 111 may be included in either Group II or III but not both groups; Sociology (SOC) 230 may be included in either Group II or III but may not be counted in both groups.

Specific major program requirements and acceptable courses within the group requirement areas differ among transfer colleges and universities. It is recommended that transfer students consult with a counselor to insure that their planned course work meets the requirements for graduation from Delta College as well as specific requirements at other colleges where a student may wish to transfer.

ASSOCIATE IN APPLIED SCIENCE DEGREE REQUIREMENTS

1. Fulfill all Basic Degree Requirements listed.
2. Satisfactory completion of six semester hours in English Composition or approved equivalent.
3. Satisfactory completion of all courses listed in one of the Delta College Occupational Curricula.

ASSOCIATE IN BUSINESS STUDIES DEGREE REQUIREMENTS

1. Fulfill all Basic Degree Requirements listed.
2. Satisfactory completion of six semester hours in English Composition or Business Communications.
3. Satisfactory completion of all courses listed in one of the Delta College Business Occupational Curricula.

ASSOCIATE IN GENERAL STUDIES DEGREE REQUIREMENTS

This degree is designed primarily for those students whose goal is self-enrichment and who are not following a specific occupational or transfer program/curriculum. Because of the limited transferability or in some

case non-transferability of this degree, it is strongly suggested that a student discuss this degree option with a counselor and consider fulfilling the Group Requirements.

- 1. Earn a minimum of 62 semester hours.
- 2. Earn a 2.0 minimum cumulative grade point average.
- 3. Fulfill Basic Degree Requirements listed as numbers 3, 5, 6, 7, 8.

SUBSEQUENT ASSOCIATE DEGREE(S)

Associate Degree(s) can be earned from Delta College following other earned degree(s); however, when the student completes two or more curricula in the same Division with a difference of less than 24 semester hours of credit, the student shall receive only one Associate degree and the transcript shall indicate that the student has completed requirements in two or more curricula. Candidates for a subsequent degree must meet the following requirements.

- 1. Already have earned an Associate, Baccalaureate, or higher degree. Previously earned credits will be evaluated for transfer to this degree.
- 2. After issuance of previous degree(s), earn a minimum of 24 credit hours at Delta College.
- 3. Satisfactorily complete a planned curriculum in one of the following degrees: Associate in Arts, Science, Business Studies, or Applied Science.
- 4. Establish a new grade point average on the subsequent Associate degree course work with no carry-over from any previously earned degree(s).
- 5. Fulfill all Basic Degree Requirements.

CERTIFICATE REQUIREMENTS

Complete specific courses in an occupational curriculum with a minimum of 30 credit hours required and a 2.0 or above G.P.A. Of the 30 semester hours required, a minimum of 15 must be completed at Delta. Students in the occupational curricula must earn a minimum grade of C (2.0) in specified courses. Students are expected to be enrolled at Delta the semester in which certificate requirements are completed. Any exception to this expectation must be approved by the Vice-President of Instruction and Learning Services. Students must file an application for a certificate at the Records and Registration Office by mid-semester of the final semester of course work.

FINAL DATES FOR COMPLETION OF APPLICATION FOR ASSOCIATE DEGREE/CERTIFICATE

Degree Completion Date	Deadline Date for Application
April	Mid-Semester
August	Mid-Semester
December	Mid-Semester

CURRICULUM CHANGE

A student considering a change of curriculum should discuss such action with a Counselor. If a change is warranted, an official "Curriculum Change Request" form must be completed and signed by the student. The change will then be recorded on all student records and the College transcript. Graduation requirements are audited for the final recorded curriculum choice by the Records and Registration Office.



COMMENCEMENT & DIPLOMAS

It is the student's responsibility to monitor progress in meeting graduation requirements. When completing the final semester of course work, students must file an application for a certificate or Associate degree. Applications for graduation are available at the Records and Registration Office and should be filed by mid-semester of the final semester of course work.

Although a student may complete graduation requirements at the end of Fall, Winter or Spring semesters, commencement ceremonies are only held once a year, usually in late April, and all graduates are encouraged to attend. Diplomas are mailed to students by the Records and Registration Office approximately four weeks after each semester ends. Students whose cumulative grade point averages are 3.50 or above will be recognized on the transcript and during commencement with the following graduation honors:

1. HONORS Graduates: 3.50-3.69 cumulative grade point averages
2. HIGH HONORS Graduates: 3.70-3.89 cumulative grade point averages
3. HIGHEST HONORS Graduates: 3.90-4.00 cumulative grade point averages

Honors and Awards: Each year the College recognizes those members of the graduating class who, by their high academic performance, superior service or citizenship and potential for leadership, are deserving special attention and honor.* The following awards have been established by generous donors and are presented at a Special Awards Luncheon prior to graduation.

*The students are presented an individual award and their names are engraved on a permanent plaque at the College.

Oscar M. Anderson Award: This special honor and gift given by the Northern Supply Company recognizes that student in Automotive Service Technology who graduates with an outstanding academic record.

Board of Trustees Honor Award: A plaque presented to the student(s) who has earned the highest academic average. The recipient's name is inscribed on the Trustees Honor Award plaque.

William R. Collings Award of Excellence: The graduate whose high personal goals, superior citizenship and potential for leadership qualify him/her for this highest award is presented with a plaque and honorarium sponsored by the Dow Corning Corporation

Davis Music House Award: This annual award honors the graduate who has achieved outstanding scholastic success in music.

Dow Chemical U.S.A. Award: A plaque and honorarium are given by the Dow Chemical Company to the graduate who has earned the highest academic record in science.

Fred Dulmage Award: The top ranking graduate in the area of Engineering Technology receives an award and honorarium.

Dr. and Mrs. Donald C. Durman Award: An outstanding student who has demonstrated service and leadership to Delta College and the community receives a plaque and honorarium.

Eaton Corporation Award: The graduate who has achieved a superior scholastic record in the mathematics curriculum receives an award and honorarium and has his/her name engraved on the Eaton Corporation plaque.

English Award: This award commends a student with outstanding scholarship in English studies.

First of America Bank Recognition Award: This award recognizes the outstanding graduate in banking, finance and related fields who also shows good citizenship thereby demonstrating the business community's concern and appreciation of superior performance

Interior Design Society Award: (sponsored by Oscar Rau Furniture) This award has been established to recognize academic achievement, and good citizenship thereby demonstrating the business community's concern and appreciation of superior performance.

Dr. Daniel Kinsey Award: The graduate who best characterizes athletic achievement, superior scholarship and consideration for others is given a replica of the Kinsey plaque in honor of the first Athletic Director of Delta College.

Midland County Bar Association Recognition Award: This award recognizes the outstanding graduate in Criminal Justice who expects to enter this field directly or who will continue studies at a transfer college.

Frances Goll Mills Award: This award has been established for the outstanding graduate in nursing to recognize outstanding achievement and a commitment to a career in nursing.

Morley Brothers Foundation Award: This award recognizes the outstanding graduate in business and management who expects to enter business directly or who will continue studies at a transfer college.

Saginaw Division Award: This award recognizes the outstanding graduate in office systems who has shown high academic achievement and good citizenship.

Second National Bank Award: This award recognizes the outstanding graduate in art who has demonstrated excellence of artistic expression in any field of visual arts.

Smith Brooker Law Award: This award was established by the Smith & Brooker law firm to recognize academic achievement, superior citizenship and to encourage a member of the graduating class to pursue further study of the legal profession.

Paul Sowatsky Memorial Award: This award has been established by the Family of Paul Sowatsky and Mike Young Pontiac, Oldsmobile, GMC. The award recognizes the outstanding graduate in the General Motors Automotive Service Educational Program.

Lola Bishop Whitney Award: This award has been established to recognize superior academic achievement and promise in the study of foreign language.

STUDENT'S RIGHTS, RESPONSIBILITIES, AND CONDUCT

In joining the academic community, the student enjoys the right of freedom to learn and shares the responsibility in exercising that freedom. The student is expected to conduct her/himself in accordance with standards which are designed to perpetuate the educational purposes of the college.

The college has developed procedures and channels by which students may have a fair and objective hearing for their grievances in regard to academic evaluation, students' rights and privacy and disciplinary action. Students have the right of protection against prejudice or capricious academic evaluation or loss of personal rights and freedom. At the same time, however, students are responsible for maintaining standards of academic performance established for each class in which they are enrolled and for following the rules of conduct established by the college.

STUDENT RIGHTS OF ASSOCIATION AND EXPRESSION

"Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent research for truth."

A. Students are free to organize and join associations to promote their common interests. In order to use College facilities and resources and to request College Programming financial assistance, student groups are required to register at the College Programming Office, submitting a statement of purpose and a current list of officers or designated representative(s). Groups are also encouraged to choose a faculty or staff advisor to assist them.

B. Students and student organizations are free to examine and discuss all questions of interest to them and to express opinions publicly and privately including their views on issues of College Policy.

C. As a normal College activity, students or student organizations may distribute written material without prior approval. Hand-to-hand distribution shall be permitted in areas of public passage (commons, hallways, sidewalks, etc.) providing distribution does not interfere with normal College activity or routine. Posting and other types of distribution shall be limited to those places established by written College regulations.

D. Students and student organizations are free to invite speakers, to hear any person, and to plan programs of their own choosing subject only to those written requirements established by the college to ensure proper scheduling and use of facilities.

E. No policy, procedure, or guideline of Delta College shall discriminate on the basis of the political, social, or other opinions of students individually or collectively.

F. No record shall be kept by Delta College which reflects the lawful political activities or beliefs of student's views, beliefs, and political associations acquired by the faculty or other College employees in the normal course of their work shall be considered confidential and shall not be disclosed without the knowledge and consent of the student unless under legal compulsion.

G. Nothing in this policy shall be construed to imply approval or endorsement by Delta College of the views expressed by students or student organizations.

H. Nothing in this policy shall be construed to relieve any person of obligations under Regulations and Rules of Conduct.

*Preamble," Joint Statement on Rights and Freedoms of Students, AAUP, 1967.

REGULATIONS AND RULES OF CONDUCT

I. Introduction

A. General Responsibility: Delta College has the responsibility to adopt and enforce rules which are consistent with Delta College goals and operations and to establish due process procedures in disciplinary cases.

B. Authority to Establish Standards of Conduct: Standards of conduct are established by rules of (1) the College, as adopted by the Board of Trustees and made known through College publications or by notices distributed or prominently posted on College Bulletin Boards; and (2) by laws of the United States, State of Michigan and County of Bay (Public Laws).

Except in the case of interim or emergency type rules as granted by Michigan Public Act No. 26 of 1970, such regulations shall be established and amended with the advice of the College Senate. Final authority is through either the Delta College Board of Trustees or the laws of the United States, State of Michigan, or County of Bay.

C. Individual Responsibility: An individual having an institutional relationship to Delta College (members of College Community) is automatically placed under the rules of the College. "Institutional relationship to the College" means any connection of employment, enrollment or service existing between any person and Delta College. As used herein, this phraseology is intended to prevent the application of these rules to purely personal or social relationships between or among students, faculty members, administration or staff members, outside the College proper. Therefore, it is important for all members of the College Community to familiarize themselves with the rules and regulations affecting them.

D. Effect of Violating Rules: A member of the College Community violating any of the rules of the College or a public law, on campus or off campus at a Delta College sponsored activity, is subject to disciplinary action by Delta College that is appropriate to the nature of the offense. Such disciplinary action will be taken in accordance with the procedures governing cases of violations as outlined in the Delta College Judicial Process.

E. Reports of Violations: Reporting of violations shall be within the province of all members of the College community, because they have a common responsibility in maintaining an orderly and efficient community for their mutual benefit. *Violations may fall in one of several categories: (1) minor offenses which are dealt with by reprimand, (2) violations by students which are to be reported to the Office of the Vice President of Student Services, (3) violations by faculty or staff members which are to be reported to the Office of the President, (4) civil or criminal violations which are to be reported to the Campus Police Department.*

F. Severance Provision: If any of the foregoing rules or any part of any such rule shall be adjudged invalid by a court of competent jurisdiction, then such adjudication shall not affect the validity of these rules as a whole or any provision or part of any such rules not so adjudged invalid.

II. Rules and Regulations

A. Physical Force: No member of the College Community shall use physical force, threaten physical force or use intimidation against any person engaged in an activity properly undertaken as part of an institutional relationship of the College except as permitted under normal law enforcement procedures.

B. Disruption: No member of the College Community shall interfere with a college function by depriving any person of needed safety, quiet or other physical conditions of work or study.

C. Interference: No member of the College Community shall interfere with the free movement of any person engaged in an activity properly undertaken as part of an institutional relationship to the College.

D. Compliance: In keeping with the system of voluntary compliance that underlies the College regulation of conduct, no member of the College Community shall fail to follow the reasonable instructions given by an appropriate College official to cease specified conduct, if such conduct threatens disruption or interference with: (a) the rights of others (b) College discipline (c) College functions (d) order in the College Community.

E. Identification: No member of the College Community shall refuse to provide identification when requested to do so by an identified employee of the College.

F. Forbidden Occupation: No member of the College Community shall, subsequent to reasonable notice to leave given by the College President or the authorized designee, continue occupation of any college facility or property which is under the direct control or responsibility of the college, especially if such occupation interferes with a college function or is a risk of injury to a person or property.

G. Facility Entry and Usage: No member of the College Community shall gain or attempt to gain unauthorized entry to or make unauthorized use of the College facilities or property.

H. Property: No member of the College Community shall damage, deface, destroy, steal, or misappropriate the property of (a) the College or (b) any member of the College Community or (c) any visitor to the College Campus.

I. Unauthorized use of College Credit, Property, Etc.: No unauthorized member of the College Community shall use the College telephones, postal machines and meters, *duplicating machines, computer, or other equipment* where the unauthorized use of any such instrumentalities results in the incurring of charges by the College. This provision shall be deemed to also include College billing, charging, and credit card numbers utilized for communications or transportation purposes. *Further it shall be a violation of this section for any member of the College Community who has not been issued a key by the College to possess or use college keys for any purpose whatsoever.*

J. Counterfeiting, Altering and Copying: No member of the College Community, with intent to injure or defraud, shall falsely make, forge, manufacture, print, reproduce, copy, tamper with, or alter any writing document record or identification used or maintained by the College or by members of the College Community.

No member of the College Community shall knowingly possess, display, cause or permit to be displayed any writing, record, document, or identification form used or maintained by the College or by members of the College Community, knowing the same to be fictitious, altered, forged, counterfeited, or made without authority.

K. Confidentiality of College Records: No person shall inspect, investigate, or use college files (i.e., Counseling, Financial Aid, Placement, Records and Registration) without proper college authorization.

L. Firearms and other Dangerous Materials: *The possession or use of firearms, firecrackers, explosives, toxic or dangerous chemicals, or other lethal weapons, equipment, or material is not permitted on College property (including College Housing) at any time except: (1) when specifically authorized by the College for educational purposes, or (2) when firearms used for recreational purposes and transported through the campus meet the regulations of the Campus Police Department.*

M. Alcoholic Beverages: No member of the College Community shall possess or consume beer, wine, or other alcoholic beverages on College property, *or any property which is under the direct control or responsibility of the College*, excluding Residence Halls, in which case regulations of such shall be the responsibility of the Vice President for Student Services. *This regulation shall not apply to the President's home and the Higgins Lake Cottage. This rule may be suspended from time to time by authorization of the President.*

N. Drugs: No member of the College Community shall possess, distribute or use any prohibited drug in either the refined or crude form, except: (1) control substances for personal usage and these must be under the current prescription of a licensed physician, (2) those specifically authorized to Delta College by Federal or State authorizing agencies for educational purposes. *Nor shall any member of the College Community possess property which is used, or intended for use, as a container for any controlled substance.*

O. Smoking Policy: In the interest of providing a safe and healthy environment, all Delta College buildings are smoke-free, effective July 1, 1991. This action is in accordance with the Michigan Clean Indoor Act, Pt. 126 of the Public Health Code P.A. 368 or 1978.

P. Selling, Soliciting, and Distributing: Any person who wishes to distribute, solicit, or sell information, materials, goods, or services not within the normal College activities and routine, must have the written permission of the Vice President of Student Services or Vice President of Business and Finance or their designee.

Q. Animals: People may not bring animals on campus or into college buildings. Leader dogs and animals used for educational purposes are exceptions; however, all animals must remain under the control of their owners and be properly licensed and medically treated as required by law.

R. Federal, State, and Local Laws: Violations of Federal, State, or Local Laws on campus, or off campus in connection with College sponsored activities, shall constitute violations of College rules.

S. Plagiarism - Integrity of Academic Work:

I. The principles of truth and honesty are recognized as fundamental to a community of scholars. The College expects that both faculty and students will honor these principles and in so doing will protect the validity of College grades. This means that all academic work will be done by the student to whom it is assigned without unauthorized aid or falsification of any kind.

II. Faculty, for their part, will exercise care in the planning and supervision of academic work so that honest effort will be positively encouraged. Faculty will point out to students acceptable forms of incorporating the thoughts of others into their work.

a) No student will knowingly, without proper authorization, procure, provide, or accept any materials which contain questions or answers to any examination to be given at a subsequent time. The unauthorized possession of such materials will be considered prima facie evidence of a violation of this provision.

b) No student will, without proper authorization, complete, in part or in total, any examination or assignment for another person or allow such examination or assignment to be completed, in part or in total, by another person.

c) No student will knowingly plagiarize or copy the work of another person and submit it as his or her own.

d) No student will knowingly misrepresent performance or falsify documentation related to the performance of any activity required to complete course/curriculum objectives.

III. If a question of academic dishonesty should arise, the first efforts toward the solution of the problem will be the responsibility of the faculty involved. The student will be notified of the allegation as soon as it becomes known to the faculty member and given a reasonable opportunity to respond to the faculty member before judgment is reached. Any penalty assessed will be at the discretion of the faculty member, who will take care to match the severity of the penalty with the seriousness of the situation. In any instance in which a failing grade in a course is given based on a charge of academic dishonesty, the faculty will notify the division chair and the student in writing of the circumstances and the evidence on which the action was based.

IV. The student may appeal, through the Disputed Final Grades policy, any grade affected by a charge of academic dishonesty.

Questions regarding the rights and responsibilities of Delta College students and guests should be addressed to the Office of the Vice President of Student Services.

COMPUTER TIME-SHARING SYSTEMS (DTS)

CODE OF ETHICS

1. Each person who uses the DTS has an obligation to respect the privacy rights of each user; therefore, there will be:

A. No files of personal data, the existence of which is secret.

B. A way for the individual to find out what information about him/her is in a file record and how it is used.

C. A way for an individual to prevent information provided for one purpose from being used for another purpose without the consent of the individual.

2. Each person has an obligation to ensure that information about students, staff, and applicants shall be shared only with those persons who will use the information for professional purposes.

3. Each person should avoid the use, appropriation, reproduction, or modification of programs and/or files without the specific permission and adequate recognition of the author.

4. Each person's primary obligation is to respect the need for a consistent, dependable computer operating system that serves all authorized users.

5. Each person should respect the guidelines and procedures established by Delta College to ensure that these computer resources best serve the educational applications that justify the existence of the DTS.

PURPOSE

So that the DTS can best serve the students, faculty, and staff of Delta College, "Code of Ethics" has been established, and will be maintained, to ensure that:

(a) The rights of all users are respected.

(b) The integrity of the DTS is continued without unauthorized changes.

(c) Programs, their use, and/or files are the property of their authors and Delta College.

Questions or problems concerning the Code of Ethics should be referred to the Director of Computer Services.

PARKING AND TRAFFIC REGULATIONS

PARKING REGULATIONS

All individuals using a motor vehicle on Delta College property are expected to comply with college and/or state rules, regulations and laws pertaining to parking, traffic and vehicle use on college property. Violations of college parking rules and regulations will result in parking ticket which will result in fines and penalties ranging from \$10.00 to having the vehicle towed away at the owner's expense. Operators in violation of State Law provisions applicable to the campus will be issued a traffic citation -- complaint, which will require the violator to appear in 74th District Court in Bay City.

Sec. 1 — PARKING

The College has provided adequate parking space for all students, faculty, staff, and visitors. Your cooperation in complying with these regulations is appreciated. They have been established in the interest of good driving practice, public safety, and in accordance with State Laws.

All vehicles which enter the property of Delta College are expected to comply with the College Regulations pertaining to parking and traffic. Failure to comply with these regulations will result in Violation Notices being issued by an officer of the Campus Police Department.

Sec. 2 — TOWING

The College maintains its right to tow any vehicle illegally parked on Campus without warning, at the expense of the owner.

Sec. 3 — OBSTRUCTING TRAFFIC

Any vehicle parked on Campus, in such manner as to obstruct the free flow of traffic, or endanger the safety of the public, shall be in violation of this Regulation. FINE: Vehicle will be towed at owner's expense.

Sec. 4 — ABANDONED VEHICLE

Any motor vehicle left on campus for more than five (5) consecutive days without being moved and the owner/driver has not notified the Campus Police Department that the vehicle will not be moved shall be deemed abandoned. Any vehicle parked on campus without current license plates attached, shall also be deemed abandoned. Violators will be towed at owner's expense.

In an effort to control long term parking the owner/driver of any vehicle which will be left parked for an extended period of time, more than five (5) consecutive days without being moved shall report the necessary information to the Campus Police Department immediately.

Sec. 5 — PARKING OF MOTOR VEHICLES ON DELTA COLLEGE PROPERTY

No person shall park, except when necessary to avoid conflict with other traffic, or in compliance with law or directions of a police officer or traffic control device, in any of the following places:

5.01: At any place or location where official signs prohibit parking or stopping, including, but not limited to posted Fire and Emergency Lanes, Bus Stop Zones, Loading and Unloading Zones.

5.02: At any place or location where official signs designate such parking for specific use of handicapped persons or for motor drive cycles, or bicycles.

5.03: On any sidewalk located on the Delta College Campus.

5.04: Within 15 feet of any fire hydrant.

5.05: Upon the curb, grass, land island, traffic islands, or median strips.

5.06: In reserved parking lots without proper authorization.

5.07: On the highway side of any vehicle stopped or parked at the edge or curb of a street.

5.08: Within any intersection, or parked so as to block any public or private driveway.

5.09: Parking on any street or roadway, or shoulder of any street or roadway on the Delta College Campus, is prohibited.

5.10: Parked in such manner as to prevent other vehicles from using legitimate parking spaces, i.e., straddling parking lanes, parked in two spaces, parked parallel to curb, or backed into parking space.

Sec. 6 — CAR POOL PARKING

In an effort to assist the students with fighting the current gas prices a special Car Pooling Area, located in the East Parking Lot, has been established. Permits for car pooling are obtained from the Campus Police Department. To obtain a permit, there must be three (3) or more riders in a car at least three (3) days a week. This special area is strictly enforced every day. A violation will result in a \$5.00 ticket, a second violation will result in the vehicle being towed at the owner's expense.

Sec. 7 — FINES AND PENALTIES

All fines will double if not paid or an appeal filed with the Campus Police Department within 21 days after receipt of a ticket. Once a ticket is put on "hold," after 21 days, a service charge of \$2.00 will then be added. This would increase an original \$2.00 parking ticket to \$6.00 after 21 days.

Sec. 8 — APPEALS

All requests for appeal of Parking and Traffic Tickets should be directed to the Campus Police Department. An appeal form shall be completed meet at regular intervals to review appeals and complaints. The Board may either uphold the fine or dismiss the case, and order to release grades and transcripts in accordance with these Regulations. The Board shall also send written notices to individuals with fines outstanding advising them of the penalties. The Board will also review and recommend any changes in these Regulations. The College reserve the right to make any necessary revisions to these Regulations at any time, providing two week revisions to these Regulations at any time, providing two week notice in the Student and Staff Bulletins prior to becoming in effect.

TRAFFIC REGULATIONS

Sec. 1 — COLLEGE REGULATION

As a condition of the use of College roads and parking facilities, all vehicles upon Delta College property shall be operated in a safe and courteous manner in obedience to all applicable state laws, all posted traffic signs, and directions of Campus Police Officers.

All persons operating a vehicle on this campus must show proper operator's license, registration, and proof of insurance when requested by Campus Police Officers of Delta College, or other Law Enforcement Officers.

Sec. 2 — STATE LAW

Delta College Campus Police Officers, as Bay County Deputy Sheriffs, as well as other State Law Enforcement officials have authority to enforce those provisions of State Law applicable to the Campus. Operators in violation of such provisions will be issued a traffic citation, which will require the violator to appear in the 74th District Court in Bay City.

Applicable provisions include:

OFFENSE

Failure to stop after PI Accident	257.617
Failure to stop after PD Accident	257.618
Driving under influence of liquor or drugs	257.625
Driving while impaired	257.625a
Careless Driving	257.626b
Drag Racing	257.626a
Failure to stop leaving private drive	257.652
Manslaughter	750.324
Negligent homicide	750.325
Reckless Driving	257.626

(Conviction of certain of these offenses may result in points being added to your driving record.)

Sec. 3 — PENALTIES

Members of the Delta College community, violation of the above Sections 1 and 2, whether or not cited under State Laws, shall be subject to disciplinary action under the College Judicial Process Article.

HANDICAPPED PARKING

The Campus has limited spaces reserved for handicapped drivers. Spaces are assigned on a semester basis. Persons may apply at the Handicap Services (B-116). A doctor's letter describing the severity of handicap is required.

PROPERTY PROTECTION

Since all parking lots are vulnerable to theft, it is recommended strongly that you do not bring or leave any valuables in your car. The College is not responsible for theft of personal property.

If you must bring valuables, lock them in your trunk, record serial numbers of radios, tapes, etc. Turn off your lights, take your keys, lock your car.

ACCIDENTS

Report all accidents to the Campus Police Department. Exchange information with the other operator. Most accidents occur in parking lots while attempting to park your car. Use care in parking and obeying traffic rules.

CAMPUS POLICE

Contact the Campus Police Department, B-101 East Main Entrance, if you are in an accident, or your vehicle has been entered, or if you need assistance, or want information. The Campus Police Department operates 24 hours a day, 7 days per week. Its officers are Deputy Sheriffs of Bay County and are at Delta for your protection and safety, ext. 9111.

IMPORTANT NOTICE

Any vehicle parked in a Handicapped Parking Zone; or parked upon the islands, medians, sidewalks, or lane islands, or parked in such manner as to obstruct pedestrian or vehicle movement will be immediately towed away at owners expense.

STUDENT COMPLAINT AND HEARING PROCESS

Every effort will be made to first resolve conflicts through informal discussion with the involved parties. If this fails, a written complaint may be filed as outlined below.

A. Complaint

1. A complaint alleging violations of a college rule and and/or regulation may be filed in writing against any student through the Office of the Campus Police on a State of Michigan Standard Incident Report form, UD-107. Complaints must be filed within a reasonable length of time. This report shall then be forwarded to the Office of the Vice President of Student Services for action.

2. The Office of the Vice President of Student Services or his or her designee shall take one of the following actions after consultation with the student(s) involved and undertaking other investigations that may be appropriate under the circumstances. The action taken by the Office of the Vice President of Student Services will be communicated to student(s) in writing.

- Dismiss the complaint;
- Conduct an informal hearing and invoke a sanction if the alleged violation is admitted;
- Refer to a Case Review Officer selected from a list prepared by September 1 each year by the Office of the President. The Case Review will be named within three (3) working days of the receipt of the complaint, barring unforeseen circumstances.

B. Case Review

1. Purpose: To consider complaints referred by the Office of the Vice President of Student Services and to recommend appropriate action to be taken by the Office of the Vice President of Student Services;

2. The Case Review Officer will conduct a case review, normally including discussion with all parties involved, prepare a written report, and will recommend one of the following actions be taken by the Office of the Vice President of Student Services:

- Dismissal of the complaint;
- Invocation of a specific sanction;
- Activate the Formal Hearing Panel

3. The Case Review Officer will make a recommendation within five (5) working days of receiving the complaint, barring extenuating circumstances.

4. Action by the Office of the Vice President of Student Services shall be communicated to the student(s) in writing.

C. Formal Hearing Panel

1. Members of the Formal Hearing Panel shall serve for one year (September 1 through August 31 of the following year) and include:

- A non-voting chairperson designated by the Office of the Vice President of Student Services who has not previously ruled on the case;
- Three students - selected by the Student Senate Committee;
- One faculty member - selected by the Faculty Executive Committee;
- One staff member - selected by the Senate President;
- A sufficient number of alternates shall be designated to assure full panel representation when hearings are scheduled.

2. The Formal Hearing may be requested:

- By the student(s) filing a written request with the Office of the Vice President of Student Services within five (5) working days following notification of the action taken.
or
- By the Office of the Vice President of Student Services.

3. Within ten (10) working days of the receipt of a written request for a formal hearing, the Office of the Vice President of Student Services shall convene the Hearing Panel.

4. The Formal Hearing Panel will review all previous actions and conduct a formal hearing. Within eight (8) working days, barring extenuating circumstances, the panel shall make a ruling specifying its findings. Such ruling may result in:

- Confirmation of the action of the Office of the Vice President of Student Services;
- Dismissal of all or a portion of the complaint;
- Instructions to the Office of the Vice President of Student Services to invoke a specific sanction or initiate other disposition as the Panel deems appropriate under the circumstances.

5. Such decision of the Hearing Panel shall be final except that action involving suspension or dismissal from the College must be ratified by the Office of the President before implementation.

POSTING POLICY

Approval of Postings:

Students wishing to post advertisements (i.e. sales items, spring break trip posters, lost and found, etc.) are requested to take the advertisements to the Vice President of Student Services. All advertisements will be posted for maximum of thirty (30) days and will be removed the last working day of every month. Advertisements are limited to twenty-five (25) pieces of material and must be distributed accordingly throughout the designated posting areas. Metal strips in the East and West Halls (Main Building) are reserved specifically for Delta College related materials.

Areas of Postings:

Advertisements may be posted in seven (7) different locations.

- * The bulletin board in the North Hall (South of the Pioneer Gym);
- * The bulletin board in South Hall (South entrance to Delta College);
- * The bulletin board in the East and West Halls (Main Building);
- * The bulletin board in the Fine Arts Building (S Building);
- * The bulletin board in the Allied Health Building (F Building);

and

- * The bulletin board in the Delta Commons

Student advertisements posted in any other location will be removed.

Exceptions:

The exception to the above will occur during the two weeks preceding a Student Senate election when candidates for Student Senator will be allowed to post election material throughout the college. Materials must be removed the day following the election. Other exceptions will be at the discretion and approval of the Vice President of Student Services.

CRIME PREVENTION STATEMENT

In compliance with the Student Right-To-Know and Crime Awareness/Campus Security Act of 1990, Delta College has instituted a Crime Prevention Program. This Crime Prevention Program has a dual concept: 1) To eliminate or minimize criminal opportunities, through crime awareness/prevention education, and 2) To encourage the college community to assist in being responsible for their own safety and security, as well as, the safety and security of others. It is our philosophy that we would much rather prevent crimes from occurring than react to them, after the fact.

SUBSTANCE ABUSE RESOURCES FOR STUDENTS

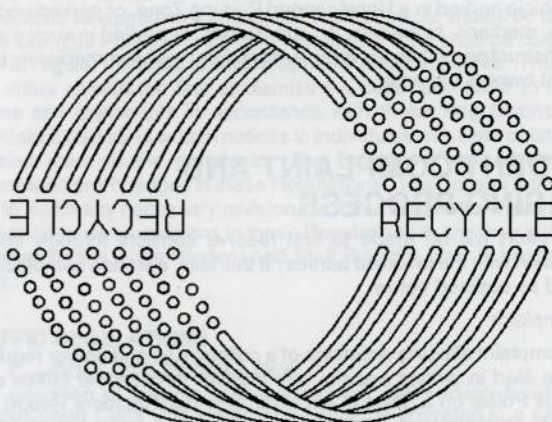
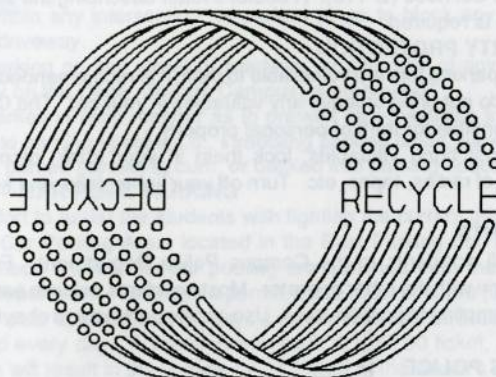
Professional counselors are available to assist in a crisis situation/or by appointment to discuss individual use/abuse of substances. Trained student volunteers who offer individual advice and referrals are also available in an informal setting. Campus Ministry has non-judgemental, personal support for anyone wanting help with problems. Additionally, medical care, referrals and brochures are available in our Health Services Center. Substance abuse prevention workshops, seminars and community activities are conducted through funding by the Governor's Initiative Against Drug and Alcohol Abuse grant program. For more information regarding the above services, contact our Counseling or Health Services Center.

MICHIGAN RIGHT-TO-KNOW LAW

The Michigan Right-to-Know Law was designed to provide information to employers and employees regarding the hazards you may face on the job and how to protect yourself against them. That's your RIGHT TO KNOW! To pass this information on to its student employees and to comply with Federal Law, ALL STUDENTS EMPLOYED BY DELTA COLLEGE ARE REQUIRED TO ATTEND a Right-To-Know Awareness Session. On-going sessions are scheduled throughout each month. Watch for dates and times in the Student Bulletin or call the Physical Plant Office at 686-9209 to arrange to attend a session. Your cooperation is appreciated.

RECYCLING PROGRAM

As a student at Delta College, you'll have the opportunity to participate in the College recycling program. Delta College is involved in the collection of computer paper, newspaper, and mixed office paper. Collection bins are conveniently located throughout the campus. A successful recycling program requires the cooperation and dedication of everyone on campus. For an information packet listing recyclables and collection sites, please stop by the Physical Plant Office (A-199 or call 686-9209.



TASK FORCE ON TRANSMISSIBLE DISEASES

1. Delta College, in its public service role as an institution of higher education, will by various means provide for its students, faculty, staff, administrators, and residents of local communities, educational information concerning Acquired Immunodeficiency Syndrome (AIDS), its symptoms, known means of transmission, and precautions for avoiding or reducing the risks of contracting AIDS and other transmissible diseases.
2. A presentation will be held for all interested persons during Fall Orientation, with its purpose being, to dispel misconceptions and to educate the public concerning AIDS.
3. All presentations will be supplemented by audio-visual materials available from the Task Force. AIDS information folders will be on hand for distribution at the presentations and on stock in the Health Services Department. If need be, a written capsule summary of presentation information will be carried in Interlink and the Collegiate.
4. In response to inquiries on AIDS which concern College students or employees, no specific or detailed information concerning complaints or diagnosis will be provided to faculty, administrators, or even parents, without the expressed written permission of the individual in each case. It should be noted, however, that every possible effort be made to address inquiries by explaining the extent of the College's educational programming and health safeguards concerning AIDS.
5. Acquired Immunodeficiency Syndrome has been included as part of Section 504 of the Rehabilitation Act (1973) and, therefore, no individual shall be discriminated against solely by reason of his or her handicaps.

STUDENT SERVICES POSITION STATEMENT ON TRANSMISSIBLE DISEASES

1. Dealing with questions of a transmissible disease involving a student's activities or restriction thereof will be dealt with on a case-by-case basis. Such determinations shall include the reviewing of the following factors:
 - a. the possible consequence to fellow students and other members of the College community if infected.
 - b. the risks to the infected student's personal health from remaining in a campus environment.The determination with respect to any student shall be made following consultation among the College's Director of Health Services, Director of the County Health Department and other persons only as they need to be involved in such a situation.
2. The Director of Health Services will notify the appropriate County Health Department of all cases of Hepatitis B, positive HIV and other disease required to be reported under state or federal law.
3. The Director of Health Services will establish procedures to reduce the frequency of needlesticks and exposure to human blood, blood products, or mucous secretions in order to reduce the risk of transmission of infectious agents.
 - a. An occasional patient seen in Health Services may have a health condition transmissible through blood, respiratory or mucous sections. Such patients and their conditions may not be recognized prior to receiving services.
 - b. All clinic instruments which contact a person's blood or mucous membranes must be appropriately cleansed, disinfected or sterilized between uses, and if disposable, placed in a labeled container designed for such a purpose. Such instruments must never be left laying about.
 - c. All needlesticks must be immediately reported to the proper supervisor for further evaluation.
 - d. All Health Services Staff shall be educated with respect to the transmissibility of infectious diseases such as Hepatitis B and HIV.
 - e. Health Services shall use disposable needles and lancets which will be properly disposed of immediately after use.
4. Health Services will make information available where testing for Hepatitis B virus, HIV antibodies and other transmissible disease can be received.
5. Health Counseling will be made available either with the College Director of Health Services or the County Health Department.
6. Health Services will observe strict confidentiality of all medical records so that no specific or detailed information concerning complaints or diagnosis be provided to faculty, administrators, or parents, without the expressed written permission of the patient. That position is supported by the amendment to the Family Education Rights and Privacy Act of 1974.
7. This statement will be periodically reviewed regarding the most recent medical knowledge concerning specific disease to which it is applicable.



SECTION III

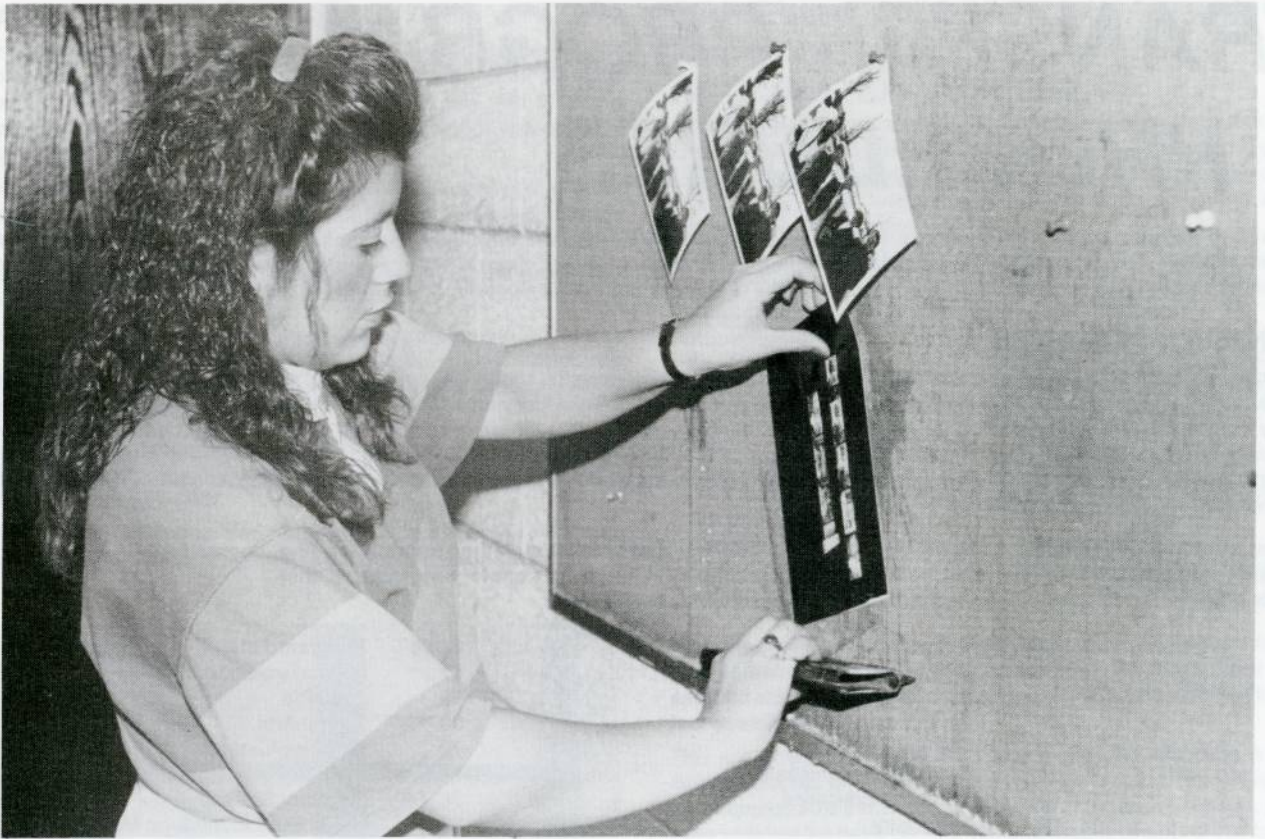
ACADEMIC PROGRAMS AND COURSES

Transfer Programs
and Procedures

Occupational Certificate
& Associate Degree
Programs

Skilled Trades
Programs

Academic Courses - General Information



TRANSFER PROGRAMS & PROCEDURES

If you wish to pursue a baccalaureate degree, Delta College offers the first two years of study needed to fulfill the basic freshman and sophomore requirements of most programs offered by baccalaureate graduate institutions. Delta College offers you: The advantage of lower costs; smaller classes; individual attention; excellent instruction; and, the opportunity to improve reading, composition, mathematics, and study skills.

TRANSFER CURRICULA

The transfer programs/curricula at Delta College are a cooperative effort between the community college and the senior institutions. It is important for you as a community college transfer student to seriously consider and investigate the four year institutions since they do differ in size; location; programs of study including majors and minors offered; cost; academic atmosphere; etc. The closer you can match abilities, interests, and personal needs to a particular university, the better your chances are for success. It should be recognized that even though programs/curricula titles may be the same, the course requirements from one university to another may be different. Professional counselors are available at Delta College to assist you in choosing your university and in planning your transfer programs.

Detailed curricula guidesheets listing suggested Delta courses and providing career information and admission specifics are available from the Counseling Center for the following transfer programs. (Other transfer programs not listed can be individually developed with a counselor.)

Code	Program Title	Code	Program Title
01	Agriculture	61	Journalism/English Majors
04	Architecture, Pre	62	Law, Pre
44	Art Education/Art Majors	90	Liberal Arts
69	Biology	73	Medicine/Osteopathy, Pre
15	Business Administration	74	Medical Technology, Pre
45	Business Education	76	Mortuary Science, Pre
68	Chemistry	52	Music Education/Music Majors
53	Computer Science	77	Nursing, pre (BSN)
19	Data Processing	80	Occupational Therapy, Pre
70	Dentistry, Pre	81	Optometry, Pre
A3	Dietetics	82	Pharmacy, Pre
42	Drama/Theater/Speech	83	Physical Therapy, Pre
46	Elementary/Pre-School Education	84	Psychology
55	Engineering, Pre	48	Secondary Education
41	Foreign Language Majors	88	Social Work/Sociology
58	Forestry/Natural Resources/Conservation	49	Special Education
57	Geology/Geography	86	Veterinary Medicine, Pre
38	Home Economics		
50	Industrial Arts Education		

TRANSFER DEGREE REQUIREMENTS

Virtually all baccalaureate degrees require a variety of courses in English, Humanities, Natural Sciences, and the Social Sciences. These courses serve to broaden your intellectual background regardless of the specific career area in which you may be interested. This grouping of courses is generally referred to as "general education" or "basic studies." Specific acceptable courses in each category may vary somewhat from one university to another, therefore, you should plan your transfer program with the assistance of a counselor.

Delta College maintains up-to-date information and continuous liaison with the universities in Michigan regarding their requirements for transfer. These curricula and university guidesheets are available in Delta's Counseling Center. **It is your responsibility to be aware of transfer requirements.** You should work closely with a Delta College counselor and consult the transfer institution catalog to insure that planned course work is appropriate for your program.

TRANSFERABILITY OF DELTA COURSES

Based upon information provided to Delta College from the major Michigan public four-year universities, Delta's Counseling staff has developed a listing that provides specific information about how Delta courses will transfer. Transferability of Delta courses depends basically upon: (1) the school to which you transfer; (2) your program or major; (3) the grade received in the course.

You can review in the Counseling Center a printed copy of how your Delta courses should be accepted at the college to which you are transferring. Michigan universities for which transfer course information is available are: Central Michigan; Eastern Michigan; Ferris State; Grand Valley State; Lake Superior State; Michigan State; Michigan Technological; Northern Michigan; Oakland; Saginaw Valley State; University of Michigan-Ann Arbor; University of Michigan-Flint; and Western Michigan.

There is a limit to the number of credits you may transfer to a university. This is generally sixty-two (62) semester hours of transferable credit or half the total number of credits required for the baccalaureate degree. Transferability of Delta College courses is dependent upon applicability to the specific transfer program and the grade earned. Courses that parallel those offered by the transfer institution are generally accepted if a C (2.0) grade minimum is earned. You are advised to check with a counselor for a credit evaluation of specific courses.

TRANSFER PROCEDURES

It is important that you select as early as possible the institution to which you plan to transfer because schools differ markedly as to curricula offered and their corresponding requirements. If you plan to attend another college after the completion of your sophomore year at Delta College, you should:

1. Investigate carefully both the entrance and degree requirements of the institution to which you plan to transfer. Basic guidesheets and catalogs for most Michigan universities are available in the Counseling Center.
2. Discuss transfer programs with a Delta College counselor responsible for your curricula.
3. Confer with transfer institution admission office personnel who visit Delta College. Times, dates and places will be posted outside the Counseling Center and announcements made in the weekly college Bulletin relative to scheduled visits.
4. Apply for transfer admission well in advance of the anticipated date of transfer. Many Michigan university admission applications are available in Delta's Counseling Center.
5. Request Delta's Records and Registration Office to send an official copy of your Delta College transcript to the transfer institution.

STATEWIDE COLLEGE AND UNIVERSITY ARTICULATION AGREEMENT

The Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) Articulation Agreement was established to improve transfer student articulation between two year and four year universities in Michigan. Delta College is a participant in this agreement with the following four year institutions:

- * Adrian College
- * Albion College
- * Alma College
- * Aquinas College
- * Calvin College
- * Central Michigan University
- * Cleary College
- * Detroit College of Business
- * Eastern Michigan University
- * Ferris State University
- * General Motors Institute
- * Grand Valley State University
- * Hope College
- * Kalamazoo College
- * Lake Superior State University
- * Lawrence Technological University
- * Madonna College
- * Michigan State University
- * Michigan Technological University
- * Northern Michigan University
- * Northwood Institute
- * Oakland University
- * Olivet College
- * Saginaw Valley State University
- * Siena Heights College
- * Spring Arbor College
- * Western Michigan University

Four year colleges and universities which have attached provisions to their agreement are indicated by an asterisk (). Usually these can be satisfied after transferring. These provisions can be obtained from the four-year institution.

This agreement provides that if you complete the Associate in Arts or Science Degree or all the following requirements at Delta College, and are accepted as a transfer student by one of the above schools, you will have satisfied the basic general education requirements of that four year school. The specific requirements of the MACRAO agreement are:

- | | |
|---|------------------|
| 1. English Composition | 6 Semester Hours |
| 2. Humanities (in at least 2 subject areas) | 8 Semester Hours |
| 3. Social Sciences (in at least 2 subject areas) | 8 Semester Hours |
| 4. Natural Sciences (in at least 2 subject areas)
(must include at least 1 lab course) | 8 Semester Hours |

Acceptable courses are specified under the "Associate Degree Requirements" section in this catalog.

Transcripts of Associate in Arts or Science Degree graduates will automatically indicate MACRAO AGREEMENT requirements were fulfilled. Non-graduates must request the Records and Registration Office to have the MACRAO AGREEMENT put on their official transcript if requirements were fulfilled.



ACADEMIC OCCUPATIONAL PROGRAMS

Many educational programs offered at Delta College are designed to prepare you for immediate employment in the job market. These occupational curricula provide you with the necessary skills and knowledge required for entry level positions in a particular career field. In addition, most programs are diversified sufficiently to create some social and economic awareness. Attending full time, you can complete most certificate programs in one year and the majority of associate degree programs in two years.

Individual curriculum guidesheets, providing career information and outlining required and recommended courses, for all of Delta's occupational academic programs are available in the Counseling Center.

OCCUPATIONAL CERTIFICATE PROGRAMS (CURRICULA CODE NUMBERS AND PROGRAM TITLES)

Code	Curricula Titles
99	Automotive Service Technology
64	Child Development
CIS	Application Specialist
T4	CNC Machine Programmer/Operator
B6	Dental Assisting
C9	Electronic Service Technology
T5	Graphic Arts Technology
C1	Information Processing
D1	Legal Assistant
A1	Machine Tool Operations
T2	Mechanical Drafting
F1	Nanny
34	Office Clerk
PN	Practical Nurse
60	Residential Construction
26	Stenographic
HO	Surgical Technology
C6	Welding Specialist

DELTA COLLEGE RESERVES THE RIGHT TO ALTER, ADD OR DELETE BEFORE EXPIRATION OF THIS CATALOG, OCCUPATIONAL CERTIFICATE AND ASSOCIATE DEGREE PROGRAMS AS WELL AS PROGRAM REQUIREMENTS.

HONORS PROGRAM: An academic Honors Programs for eligible, interested students is available. Detailed information is printed Section 1 of this catalog.

Occupational curricula are divided into two categories: (1) Certificate programs and (2) Associate Degree programs. Certificate programs are designed to meet job requirements in the shortest period of time and may include only technical courses. Associate Degree programs are broader in scope and include varying numbers of General Education and support courses. When these programs are successfully completed, a certificate or diploma is awarded.

Most occupational programs are not specifically designed for transfer purposes to baccalaureate degree-granting institutions. Transfer of all credits earned should not be expected.

OCCUPATIONAL ASSOCIATE DEGREE PROGRAMS (CURRICULA CODE NUMBERS AND PROGRAM TITLES)

Code	Curricula Titles	Code	Curricula Titles	Code	Curricula Titles
11	Accounting	D9	Financial Institution Management/ Credit Union	21	Management, Small Business
02	Agricultural Enterprise			AO	Mechanical Design Technology
03	Architectural Technology	C8	Financial Institution Management/ Savings & Loan	93	Mechanical Engineering Technology
97	Automotive Service Technology	FT	Fire Fighter Technician	32	Medical Assisting
43	Broadcasting & Telecommunications	FP	Fire Investigation/Prevention	B7	Medical Secretary
63	Child Development	FE	Fire Science/EMT	F1	Nanny
22	Clothing Specialist	F1	Industrial Security/Fire Safety	HN	Nursing, R.N. (Preclinical)
T3	CNC Machine Programmer/Operator	54	Industrial Supervision	D6	Office Professional, Accounting
16	Computer Information Systems/ Accounting	37	Interior Design	D7	Office Professional, Shorthand
17	Computer Information Systems/ Computer Application Specialist	D2	Legal Assistant	D8	Office Professional, Information Processing
18	Computer Information Systems/ Programming	D3	Legal Assistant, Associate in Business	HP	Physical Therapist Assistant (Preclinical)
23	Criminal Justice - Law Enforcement	D4	Legal Assistant, Legal Assistant Management	HX	Radiography (X-Ray) (Preclinical)
23a	Criminal Justice - Corrections	31	Legal Office Professional	59	Residential Construction
72	Dental Assisting	B9	Machine Tool Operations	HR	Respiratory Care (Preclinical)
HH	Dental Hygiene (Preclinical)	20	Management, General	ST	Skilled Trades Apprenticeship
92	Electronic Engineering Technology	35	Management, Marketing	HO	Surgical Technology (Preclinical)
36	Fashion Merchandising	12	Management, Office	T8	Water/Wastewater Treatment Technology
		27	Management, Retail Mid-	C3	Welding Technology

FOR ALL DELTA ALLIED HEALTH AND NURSING PROGRAMS

CLINICAL APPLICATION & VALIDATION PROCEDURES COMMENCING FALL 1990

1. Complete **all** prerequisite courses as specified on curriculum guidesheet "**RV0990MB or RV0990LAW**" or later. This means transfer credit, waivers processed, and incomplete course work ("I" grades) completed must be posted on transcript **prior to** application for validation.
2. Obtain from the Records and Registration Office or the Counseling Center the "Validation Application for Health Clinical Programs". **YOU MAY BE VALIDATED AND ELIGIBLE FOR ONE PROGRAM ONLY.**
3. Complete the "Validation Application for Health Clinical Programs" form and **submit the completed form to the Records and Registration Office.** "Validation Applications for Health Clinical Programs" forms may be submitted from midterm of the semester in which you will complete your prerequisites and up to 10 days after official end of the semester.
4. Records and Registration Office personnel will accept and date completed "Validation Application for Health Clinical Programs".
5. "Validated Application for Health Clinical Programs" forms will be validated **only** by Records and Registration Office staff and processed no later than 30 days after the application deadline.
 - a. Qualified students will be assigned a "semester and year of validation" which will be entered into the student computer program (e.g. F90 or W91 or S91, etc.)
 - b. Nonqualified students must submit another clinical sequence application form **after successfully completing** all required prerequisites and other qualifications.
6. The "semester and year of validation" will be valid for three years. After that time period, a new clinical sequence application form must be submitted and you must have successfully completed all prerequisites/qualifications required at the time the new application is submitted. Should you not register within the three year period, it may be necessary to retake some prerequisite courses.

**** SPECIAL NOTES ****

Delta College reserves the right to modify validation and registration procedures for programs with low numbers of validated students at the end of the Winter semester.

CLINICAL REGISTRATION (First Semester Courses) Commencing May 1991

1. A special telephone registration period for all entry/first semester courses of Allied Health and Nursing curricula will be specified by the Records and Registration staff.
2. Special phone registration period will specify student registration priority according to curricula **and** "semester and year of validation." Once the clinical courses are full, an alternate list of qualified students will be developed to include those students who phoned in when specified. **NOTE:** The alternate list is valid **only for the semester. THE REGISTRATION ALTERNATE LIST WILL NOT BE CARRIED OVER.**
3. After completion of the special telephone registration, registered students will be required to attend clinical orientation sessions. Alternates may be invited to the clinical orientation sessions.
4. Students not making payment by the due date (same as the first due date specified in the academic schedule for all other students participating in "normal" phone registration) or voluntarily canceling will be deleted from classes. Deleted students will lose their validation status and will need to submit a new application in order to be validated.
5. Open positions that result in first semester clinical courses will be filled by students on the registration alternate list.

NOTE: Individual faculty cannot add to published "course capacity" by accepting first-time enrolled students as overloads. Repeat students will be admitted in compliance with program reentry procedures.

ACADEMIC COURSES

COURSE DESCRIPTIONS

1. **BRIEF COURSE DESCRIPTIONS ARE PROVIDED IN A PUBLICATION SEPARATE FROM THIS CATALOG. THAT PUBLICATION IS UPDATED AND PRINTED ANNUALLY (EACH SPRING).** You should read this material carefully to be sure you are qualified to take the course and that the course content meets your needs and interests. Students wanting additional information may contact the chairperson of the division which offers the course or the course instructor.
2. Teachers often give supplemental course information (i.e. class outline, syllabus, tasks and competencies, etc.), during the first week of classes so students will know specific course procedures, grading criteria, and course objectives. Circumstances such as illness, inclement weather, class composition and size, or the introduction of timely material may necessitate some adjustments. The college recognizes the right of the faculty member to exercise professional judgment in making such adjustments.

COURSE ACCEPTANCE/APPROPRIATENESS

1. Numbers and titles of all required courses for each of the Delta College occupational certificate and associate degree programs are listed in this catalog. Individual curricula guidesheets are also available in the Counseling Center, located between J and K wings.
2. Courses acceptable within the Humanities, Social Science, and Natural Science Group Requirements for the Associate in Arts or Science Degrees are listed in Section II of this catalog.
3. Transferability of courses to other colleges is dependent upon applicability to a specific transfer program and the grade earned. Courses that parallel those offered by another college are generally accepted if a C (2.0) grade minimum is earned. You are advised to consult with a Delta College counselor about transfer college acceptance of specific courses as well as check the individual transfer curricula guidesheets available in the Counseling Center.

HOME STUDY COURSES

The "Home Study Course" option is an alternative to the structural classroom approach. Under this program the student and the instructor make arrangements for the work to be covered and procedures to be followed. Most of the instructional activity is carried on through mail-in and return materials. There may also be frequent telephone contact between students and instructor along with some individual or small group discussion meetings within the semester. Similar course topics are covered as in the regular classroom setting.

At the present time "Home Study Courses" are offered in English. Information about these courses is available from the English Division.

DELTA COLLEGE RESERVES THE RIGHT TO ALTER, ADD, OR DELETE BEFORE EXPIRATION OF THIS CATALOG, COURSE NUMBERS, TITLES, CREDIT HOURS, LECTURE AND/OR LAB HOURS, AND DESCRIPTIONS, AS WELL AS CHANGE WHEN COURSES ARE OFFERED.

NON-ACADEMIC CREDIT (continuing education) COURSES OFFERED BY THE COMMUNITY SERVICES DIVISION ARE DESCRIBED IN THEIR "SCHEDULE OF CLASSES" WHICH IS PUBLISHED PRIOR TO THE BEGINNING OF EACH SEMESTER.

INDEPENDENT STUDY COURSE INFORMATION

1. "Independent Study" refers to enrollment in an appropriately designated, variable-credit course for a specific plan of study, authorized and supervised by a consenting faculty member. Independent Study is not a substitute for regular courses, but an enrichment opportunity. Normally, it is a project designed to allow students to investigate an area of interest not within the scope of a regular course, to probe more in depth than is possible in a regular course, or to obtain an educational experience outside that normally offered by a regular course.
2. Guidelines for an Independent Study Course are:
 - a. **Proposals for Independent Study:** The Independent Study project is normally student-initiated. Early interaction with faculty is essential in the development of a mutually-acceptable project description. At a minimum, such a description should contain an outline of the study topic, specification of the work to be done and the materials to be read, the credit to be given, the type and frequency of faculty-student contacts, and a statement of the evaluative criteria to be used by the faculty member.
 - b. **Approval Process:** The faculty member must accept and approve the project, and then submit the agreed-upon proposal on the appropriate form to the department chairperson for approval. The granting of approval by the department chairperson may involve considerations, such as faculty workload, which go beyond the merits of the project. If the chairperson approves, he/she then submits information copies of the form to the Dean and the Records and Registration Office. The Records and Registration Office will accept registrations for the project when the authorization form is received.
 - c. **Faculty Responsibility:** Independent Study is basically a tutorial process, necessarily involving substantial faculty participation.
 - d. **Student Responsibility:** A student is on his/her own when pursuing an Independent Study in that it involves no class meetings or formal lectures, but the faculty member is the responsible custodian of the project, obliged to provide guidance, assistance, criticism, suggestion, and evaluation.
 - e. **Variable Credit:** With faculty approval, credit may vary from one to six credits.

COURSE SUBJECT AREAS

Abbreviation: Subject area abbreviation that appears on your grade report and official transcript.

ABBREVIATION	SUBJECT AREA		
ABS	Applied Behavioral Science	HIS	History
ACC	Accounting	HSC	Health Science
AGM	Automotive Service Education Program (ASEP)	ID	Interior Design
AGR	Agricultural Enterprise	IHU	Interdisciplinary Humanities
AH	Allied Health	IS	Industrial Supervision
AIB	American Institute Banking	LAS	Legal Assistant
ARC	Architectural Technology	LD	Learning Disabilities
ART	Art	MA	Medical Assistant
AUT	Automotive Service	MFG	Manufacturing Technology
AVI	Aviation	MS	Machine Tool Operations
BIO	Biology	MT	Mechanical Technology
BRT	Broadcasting/Telecommunications	MTH	Mathematics
CAD	Computer Assisted Design	MUS	Music
CD	Child Development	NA	Nanny
CED	Cooperative Education	NUR	Nursing
CHM	Chemistry	OSE	Office Systems Education
CIS	Computer Information Systems	PE	Physical Education Activity
CJ	Criminal Justice	PEH	Physical Education & Health Education Theory
CNC	Computer Numerical Control	PHL	Philosophy
CPS	Computer Science	PHO	Photography
CRM	Credit Union Management	PHY	Physics
DA	Dental Assisting	PNE	Practical Nurse Education
DD	Developmental Disabilities	POL	Political Science
DH	Dental Hygiene	PRT	Graphic Arts Technology (Pre-Press)
DRF	Drafting	PSC	Physical Science
ECN	Economics	PSY	Psychology
ED	Education	PTA	Physical Therapist Assistant
EET	Electronic Engineering Technology	RAD	Radiography
EGR	Engineering	RC	Residential Construction
EMT	Emergency Medical Technician	ROB	Robotics Technology
ENG	English	RT	Respiratory Therapy
EST	Electronic Service Technology	RUS	Russian
FM	Fashion Merchandising	SA	Substance Abuse
FR	French	SFA	Surgical First Assistant
FST	Fire Science Technology	SOC	Sociology
GB	General Business	SPA	Spanish
GE	German	SPH	Speech/Oral Communications
GEO	Geography	ST	Surgical Technology
GLG	Geology	WELD	Welding/Technical
		WWT	Waste Water Treatment

ACCOUNTING

ACCOUNTING/Associate in Business Studies Degree

As a graduate of Delta's Accounting associate degree program, you will have the skills to be a junior accountant. Complexity of the work will vary with the size and volume of the employees activities and the firm's procedures. Most starting jobs will involve tasks such as: keeping records of day to day business transactions; making entries in account ledgers; monitoring cash receipts and disbursements; processing appropriate budgetary costing procedures; preparation of balance sheets; and materials needed for financial reports. As you gain experience, you could assume more accounting type work which involves analyzing financial reports and advising management.

General Education Courses	Sem Hrs
PE Elective Activity	1
PE Elective Activity	1
POL 103 Introduction to American Government	3
PSY 101 Applied Psychology OR	
SPH 112 Fundamentals of Oral Communications OR	
SPH 114 Interpersonal Communications	3
— — — General Electives	6
	14

Business Courses	Sem Hrs
* ACC 211 Principles of Accounting I	4
* ACC 212 Principles of Accounting II	4
* ACC 214 Microcomputer Accounting Applications	4
* ACC 215 Federal Tax Accounting	3
* ACC 223 Accounting Practices/Working Capital	4
* ACC 224 Accounting Practices/Long Term	4
* ACC 233 Cost Accounting	3
* CIS 133 Introduction to Computer Information Systems	4
ECN 221 Principles of Economics I	4
GB 153 Introduction to Business	3
GB 251 Business Law I	3
* OSE 151 Business Communications I	3
* OSE 152 Business Communications II	3
* OSE 170 Keyboarding I: Keyboard	2
	48

You should discuss with a counselor the best order in which to schedule these courses.

NOTATIONS:

* A "C" (2.0) minimum grade is required in each asterisked course for students entering Fall 1986 and later.

1. ACC 211 prerequisites: one year of high school algebra or MTH 107. May be taken concurrently.
2. Proficiency examinations are available for OSE 170. Typewriting may be waived and another course substituted.
3. ACC 115 -- Applied Tax - H & R Block (5 credit hours) may be substituted for ACC 215.
4. Students planning to transfer to Northwood Institute should select ACC 227 (Intermediate Accounting I) and ACC 228 (Intermediate Accounting II). Northwood does not accept ACC 115.

Any exception to the above curriculum must be approved by the Division Chairperson.

The above curriculum is intended to prepare the student for a career upon graduation from Delta College. If one plans to transfer to a four-year college, he/she should use a Business Administration curriculum guidesheet and consult with a counselor.

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).

AGRICULTURAL ENTERPRISE

AGRICULTURAL ENTERPRISE/Associate in Business Studies Degree

More than almost every other occupation, the American farmers of today are directly affected by national and world events. The governments of the world, their policies, the country's relative economic conditions, their technologies, weather conditions, all impact the American farmers' demand and price for their products, and ultimately their well-being.

To compete in national and world markets, there is a need to understand the complex conditions which shape those markets. The farmers must constantly seek improvements in their own operation in order to become more efficient. They need to operate within a narrow range with rising costs of supplies and services on the one hand and pressures to keep prices for their produce down on the other.

This program was developed with the part-time student in mind. It may not be possible to complete the AGR courses within two years.

Business Core Courses	Sem Hrs
CIS 133 Introduction to Computer Information Systems	4
ECN 221 Principles of Economics I	4
GB 110 Business Mathematics	3
GB 153 Introduction to Business	3
+ OSE 151 Business Communications I	3
+ OSE 152 Business Communications II	3
PE Physical Education Activity	1
PE Physical Education Activity	1
POL 103 Introduction to American Government	3
	25
Agricultural Business Core Courses	Sem Hrs
AGR 150 Computers in Agriculture	2
AGR 160 Agribusiness Management OR	
GB 131 Small Business Management I	3
AGR 205 Agricultural Marketing - Domestic & Global	3
AGR 210 Agricultural Finance	3
AGR 215 Agribusiness Law	2
	13
--- Agriculture Science & Technology Electives	15
** --- Open Electives	9
TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE	62

Electives may be chosen from the following:

Agricultural Science & Technology Courses	Sem Hrs
AGR 220 Soil Science	3
AGR 225 Agricultural Pests & Pesticides	3
AGR 230 Corn and Soybeans	2
AGR 232 Beets and Dry Beans	2
AGR 240 Woody Plant Identification I	3
AGR 241 Woody Plant Identification II	3
AGR 243 Tree Maintenance	3
AGR 245 Floriculture	2
AGR 246 Landscape Design	2
AGR 250 Agricultural Machinery & Technology	4
AGR 252 Agricultural Hydraulics	2
AGR 254 Tillage & Planting Systems	2
AGR 260 Food Processing	2
AGR 264 Michigan Livestock Production	2

You should discuss with a counselor the best order in which to schedule these courses.

NOTATIONS:

- + 1. Students planning to transfer to another institution may opt to take English 111 and 112.
- ** 2. Up to 6 credits may be granted for documented work experience in the production or agribusiness sector. Up to 3 credits may be granted for documented participation in accredited workshops or seminars conducted by the County Extension Service.
- 3. Students **planning to transfer** to a Bachelors degree should consult with the counselor to select appropriate Social Science, Natural Science, and Humanities classes.

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).

ARCHITECTURAL TECHNOLOGY

ARCHITECTURAL TECHNOLOGY/Associate in Applied Science Degree

Architectural Technicians may assist licensed architects, construction engineers, urban planners and other design personnel in most all phases of the development of a building or site projects. This program has an emphasis on job entry skill development for employment in occupations such as: drafts person for installation and shop drawings; building appraiser for financial institutions or real estate firms; estimators or supervisor for contractors; inspectors for government agencies.

General Education Courses	Sem Hrs
ART 111 Drawing I	3
ART 251 History of Architecture OR	
ART 252 History of American Architecture	2
English Elective (see adjacent list)	3
Math Elective (see adjacent list)	3-4
PE Elective Activity	1
PE Elective Activity	1
POL 103 Introduction to American Government	3
--- -- -- -- Elective Courses (see adjacent list)	6-7
	26

Technology Courses	Sem Hrs
+ARC 101 Materials & Methods of Construction	3
+ARC 105 Architectural Drafting I	4
ARC 106 Architectural Drafting II	3
ARC 107 Architectural Computer and CAD Applications	3
+ARC 111 Mechanical and Electrical	3
Equipment for Buildings	
+ARC 204 Estimating Building Construction	3
ARC 205 Architectural Drafting III	3
ARC 206 Architectural Drafting IV	3
ARC 207 Architectural Presentation Drawings	3
+ARC 211 Elements of Structural Design	3
+ARC 221 Site Preparation	3
ARC 110 CAD System Orientation	2
	36

TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE 62
Electives may be chosen from the following, or as approved by a Counselor or Architectural Technology Faculty:

ARC 140 Introduction to Landscape Architecture
ARC 200 Spatial Analysis and Presentation
ARC 212 Theory and Practice of Structural Steel Design
ARC 231 Concrete Fundamentals
ARC 254 Earth Sheltered Housing Design
ART 112 Drawing II
ART 115 Basic Design - Two Dimensional
ART 116 Basic Design - Three Dimensional
CIS --- Any Computer Information System Course
CPS --- Any Computer Science Course
ENG 112 College Composition II
ENG 113 Technical Writing
GB 131 Small Business Management
GB 145 Principles of Sales
GB 153 Introduction to Business
GB 251 Business Law I
MTH 111 Applied Algebra
MTH 113 Applied Trigonometry
MTH 119 Intermediate Algebra
MTH --- Any Math Course 119 or higher
PHO --- Any Course in Photography
RC --- Any Residential Construction Course that is not co-listed

You should discuss with a counselor the best order in which to schedule these courses.

NOTATIONS:

1. Courses ARC 105, 106, 205 and 206 must be taken in sequential order. For information about day and/or evening availability of courses contact a technical careers counselor.
 2. This program prepares you for a technical level career but is also transferable to baccalaureate degree programs in Architecture. If you want to become an architect you are advised to consult with a counselor about transfer requirements.
 3. ART 251 or 252 is offered only in the winter semester.
 4. Course marked with "+" are colisted in Residential Construction and can be taken as an RC course; i.e., ARC 105 = RC 109.
- NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).

AUTOMOTIVE SERVICE

AUTOMOTIVE SERVICE TECHNOLOGY/Certificate

All students must complete both AUT 100 Introduction to Automotive Service and AUT 108 Introduction to Automotive Electronics with a minimum grade of "C" (2.0) prior to enrolling in any other automotive course.

Automotive Service Courses Sem Hrs

Introductory Automotive

AUT 100 Introduction to Automotive Service	3
AUT 108 Introduction to Automotive Electronics	3
	<u>6</u>

1st Automotive Cluster

AUT 110 Auto Electronics I	4
AUT 112 Engine Service	6
AUT 114 Brake System Service	5
	<u>15</u>

2nd Automotive Cluster

AUT 120 Driveline Service	6
AUT 122 Auto Transmission Service	8
	<u>14</u>

3rd Automotive Cluster

AUT 210 Auto Electronics II	3
AUT 212 Suspension System Service	7
AUT 214 Heating/Air Conditioning Service	5
	<u>15</u>

4th Automotive Cluster

AUT 220 Elect. Systems Service	2
AUT 222 Fuel System Service	6
AUT 224 Engine Performance Service	6
	<u>14</u>

Service Internship

AUT 260 Auto Service Skills	1
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Certificate Requirements

AUT 100 Intro to Automotive Service	3
AUT 108 Intro to Automotive Electronics	3
Two Automotive Clusters	28-30
+ AUT 260 Automotive Service Skills	1
TOTAL CREDITS FOR CERTIFICATE	35-37

Minimum certificate requirements include completion of two clusters. You are, however, encouraged to complete more than two clusters.

AUTOMOTIVE SERVICE TECHNOLOGY/Associate in Applied Science Degree

In addition to being trained to enter the automotive services field as a service technician, parts room specialist, or service writer in a specialty area, by completing the associate degree you will have a broader based education which will also prepare you to continue toward a higher career goal such as a baccalaureate degree.

To earn an Associate Degree you must complete all Certificate requirements listed previously plus at least one additional automotive cluster, and the general education courses.

General Education Courses Sem Hrs

GB 110 Business Mathematics OR	
MTH --- Algebra I or higher	3
ENG 101 Applied English Skills OR	
ENG 111 & 112 College Composition I & II	5, 6
PE --- Physical Activity Elective	2
POL 103 Introduction to American Government	3
PSY 101 Applied Psychology OR	
PSY 211 General Psychology	3, 4
TOTAL CREDITS FOR GENERAL EDUCATION	16-18

Associate Degree Requirements Sem Hrs

AUT 100 Introduction to Automotive Service	3
AUT 108 Introduction to Automotive Electronics	3
Three Automotive Clusters	43-44
+ AUT 260 Automotive Service Skills	1
General Education Courses	16-18
TOTAL CREDITS FOR ASSOCIATE DEGREE	66-69

NOTATIONS:

1. Many courses have prerequisites: see current description booklet
2. + The selection of an Automotive Service Skills internship is done after consulting with the automotive faculty.
3. The minimum Associate Degree requirements include completion of three clusters. You are encouraged to complete all four automotive clusters.

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).



BROADCASTING

BROADCASTING AND TELECOMMUNICATIONS/Associate In Applied Science Degree

The curriculum is divided into two tracks of career focus: television and radio. Delta College owns and operates public television stations WUCM-TV Channel 19 and WUCX-TV 35, both affiliated with national and regional educational networks. Delta College also operates, in conjunction with Central Michigan University, public radio station WUCX-FM 90.1, affiliated with national public radio program networks. In addition to these broadcast facilities, Delta College operates a student television production studio and an audio production studio for both broadcast and student use. These Delta Broadcasting facilities provide students with practical experience under laboratory and real-time operating conditions. Students learn to operate sound, recording, and transmitting equipment; become involved in production activities; are exposed to program producing, directing, and performance; and learn principles and techniques of many specialty areas in the fields of broadcasting and telecommunications. The Broadcasting and Telecommunications (BRT) program prepares students with the fundamental information and experience necessary for entry-level positions in communication and information industries.

Broadcasting and Telecommunications students must complete all required courses and select four courses in one of the career tracks. Discussion with the Broadcasting and Telecommunications counselor is recommended for the selection of courses and the best order in which to schedule the courses.

Required General Education Courses	Sem Hrs.
ECN 221 Principles of Economics I	4
ENG 111 College Composition I	3
ENG 112 College Composition II	3
GB 153 Introduction to Business	3
PE Elective Activity	1
PE Elective Activity	1
POL 103 Introduction to American Government	3
SPH 112 Fundamentals of Oral Communication	3

Required Broadcast and Telecommunications Core Courses	Sem Hrs
BRT 149 Television Studio Operations	3
BRT 150 Broadcast Writing	3
BRT 153 Broadcast Performance	3
BRT 156 Audio Operations I	3
BRT 177 Telecommunications Facilities Organizations	4
BRT 220 Broadcast History, Law, and Responsibility	4

General Electives	Sem Hrs
(May be selected from BRT or Non-BRT courses)	9



Television Track	Sem Hrs
BRT 154 Television Studio Operations II	3
BRT 157 Television Field Production	3
BRT 222 Broadcast Journalism	3
BRT 251 Television Producing and Directing OR	
BRT 257 Advanced Television Field Production	3
Radio Track	
BRT 222 Broadcast Journalism	3
BRT 230 Broadcast Audio Production	3
BRT 232 Radio New Production	3
BRT 234 Music Programming Workshop OR	
BRT 256 Audio Operations II	3

Other Elective BRT Courses From Which Selections May Be Made	Sem Hrs
BRT 227 Broadcast Sales	3
BRT 260 Assistant Director I	2
BRT 261 Assistant Director II	2
BRT 270 Current Trends and Issues - Seminar	2
BRT 277 Communication Technology and Society	3

NOTATIONS:

1. This program is considered a "limited" enrollment curriculum because of the need for relatively small classes, available facilities, and teaching faculty to provide comprehensive instruction. Students are encouraged to see the BRT counselor prior to registration.

2. Students planning to transfer should plan on completing MACRAO. Please plan on taking the following additional classes: one additional course in Social Science, two additional courses in Humanities, two different courses (at least 8 credits) in Science and one Science must be Lab. Please work closely with the BRT counselor.

3. Many courses have prerequisites: see current course description booklet.

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).



CHILD DEVELOPMENT

CHILD DEVELOPMENT/Certificate

Child care workers work in a variety of settings in the care and guidance of young children. This includes concern for the mental, social, physical, and emotional growth, and development of the child. As a child care worker you should be able to work under supervision and work cooperatively with other personnel. Each child care worker should also gain the respect, confidence, and cooperation of children, maintain discipline and enforce as well as deal with emergency situation calmly. Physically you must maintain good health and be able to stoop, kneel, crouch, and crawl. Good vision and hearing is necessary as well as being able to lift up to 50 pounds. Applicants for child care worker positions may be required to pass a tuberculin test and may have to under go tests or immunization for other communicable diseases.

Personality Characteristics - You should prefer helping people and caring about their problems and working with children.

General Education Requirements Sem Hrs

General Elective

This is a free elective, however, it is highly recommended to choose ED 107 "Books for the Pre-School Children." Other suggested courses to choose from are PEH 168 Advanced First Aid and Emergency Care OR SOC 215 Minority Groups 3

Social Science Elective

Highly recommended to choose PSY 101, "Applied Psychology"
OR choose from: Economics ECN ---; Geography GEO ---; History HIS;
Political Science POL ---; Psychology PSY ---; Sociology SOC --- 3
TOTAL GENERAL EDUCATION CREDITS 6

Child Development Requirements Sem Hrs

+ CD 111 Introduction to Early Childhood Education	2
+ CD 112 Early Childhood Program	2
+ CD 113 Interaction with Young Children	3
+ CD 114 Introduction to Growth and Development of the Young Child	3
+ CD 160 Introductory Practicum in Child Development	2
# CD 115 Growth and Development of the Young Child	3
# CD 116 Families in the American Culture	3
# CD 117 Practicum for Early Childhood Assistant	6
TOTAL CHILD DEVELOPMENT REQUIREMENTS	24
TOTAL CURRICULUM REQUIREMENTS	30

+ These courses are taken as a block and in the **Fall Semester ONLY.**

These courses are taken as a block and in the **Winter Semester ONLY.**

NOTATIONS:

1. A Child Development Information Session is usually held sometime in August. It is highly advisable to attend this session.
 2. A maximum of 25 students will be admitted into the Child Development courses in the Fall Semester ONLY. This is on a "first come first served" basis as determined by the general college registration system used in that given Fall semester.
 3. The certificate may be expanded upon to earn an Associate in Applied Science Degree in the Child Development Program. Curriculum guidesheet for the Associate degree is available in the Delta Counseling Office.
 4. Check for prerequisite requirements. Course descriptions and prerequisites are listed in the Delta College Academic Course Description Booklet, which is available in the Course Description Booklet, which is available in the Counseling Center. It is very important that you study this curriculum guidesheet and that booklet carefully.
 5. Above information subject to modification. Delta College is not responsible for program requirements and student acceptance by transfer colleges.
- A. The student will be required to submit a health appraisal signed by a licensed physician declaring, to the best of the physician's knowledge that the student is physically capable of performing the duties that are required for the safe care of children. Also, each student must submit evidence of freedom from communicable tuberculosis.
- B. Students may be required to sign a document asking whether they have ever been convicted of an offense other than a minor traffic violation and whether they have ever been involved in abuse or neglect of children.

CHILD DEVELOPMENT/Associate in Applied Science Degree

As a supplement to the supportive skills learned from courses completed in the Child Development Certificate program, this degree program will also stress leadership skills which are needed in a lead teacher position. In addition to the employment opportunities offered by the certificate program, graduates of this degree program will also be qualified to lead teachers, child care center directors and should be eligible for licensure of their own child care agency.

You must complete all courses listed in the Delta College Child Development Certificate program (30 credits) plus the following two groups of courses in order to receive the associate degree.

General Education Courses	Sem Hrs
BIO 111 Principles of Biology	4
ENG 111 College Composition I	3
ENG 112 College Composition II	3
PE Elective Activity	1
PE Elective Activity	1
POLS 3 Introduction to American Government or POL 111	3, 4
--- Humanities Electives	8
--- Science Elective (other than Biology)	4
--- Social Science or General Elective	1-2
	28-29

Child Development Course	Sem Hrs
CD 200 Practicum as a Lead Teacher	4
	4

NOTATIONS:

1. All notations states after the certificate program also apply to the associate degree program. Child Development Course CD 200 should be taken after all other Child Development courses have been completed. CD 200 is offered spring and winter only.
 2. The Associate in Arts Degree requires a minimum of 8 Social Science credits. CD 116 can be counted as a Social Science course.
 3. If you want to transfer to another college to receive a baccalaureate degree in pre-school elementary education, you are advised to consult with a counselor prior to enrollment in this curriculum.
- NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).



CLOTHING SPECIALIST

CLOTHING SPECIALIST/Associate in Business Studies Degree

The Fashion-Clothing Specialist degree program is designed for you if you have special talent and flair for creating and constructing apparel and are interested in and like working with fabrics and apparel accessories. Upon completing this curriculum, you will be qualified to seek positions such as: Buyers or managers of retail fabric departments; tailors within department and specialty stores; instructors with community school clothing departments; sales personnel, consultants or advisors in the fashion and fabrics industry, or with manufacturers of fashion accessories.

General Education Courses	Sem Hrs
SPH 112 Fundamentals of Oral Communication	3
PE Elective Activity	1
PE Elective Activity	1
POL 103 Introduction to American Government	3
PSY 101 Applied Psychology	3
— — — General Electives	8
	19

Business Courses	Sem Hrs
* CED 122 Cooperative Education	3
* FM 110 Apparel Construction and Analysis	4
* FM 120 Apparel Tailoring	4
* FM 155 Textiles	3
* FM 210 Apparel Pattern Drafting and Design	4
FM 220 Advanced Apparel Tailoring	4
FM 240 Fashion Coordination	3
FM 150 History and Dynamics of Fashion	3
FM 170 Fundamental Theories of Fashion Design and Merchandising	3
GB 110 Business Computations	3
* GB 145 Sales OR GB 247 Principles of Retailing	3
* OSE 151 Business Communications I	3
OSE 152 Business Communications II	3
	43

NOTATIONS:

1. Electives may be substituted upon demonstration of equivalent skills for course FM 110.
 2. You are advised to consult with your counselor about elective courses. Course GB 153 Introduction to Business is highly recommended.
 3. Courses with an * must be completed with a C (2.0) minimum grade.
- NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).



COMPUTER INFORMATION SYSTEMS

COMPUTER INFORMATION SYSTEMS/ Associate in Business Studies Degree

Computers can process masses of information rapidly and accurately. A programmer prepares detailed instruction (a program) using special computer language to direct the computer through the steps needed to complete an operation. A computer specialist with accounting skills will be able to understand the accounting language and computerize the data to produce special accounting reports and functions.

Delta College offers three Computer Information Systems degree options: Programming; Computer Applications Specialist; Accounting. **You must complete all "Basic Core Program" courses plus courses listed in one of the three options.**

CORE COURSES (Required for all three options) MENU

- * Must be passed with a "C" (2.0) or higher grade.
- ** Take CIS 139 before CIS 140, if one does not have a solid knowledge of BASIC.
- () Numbers in parentheses suggest order in which CIS courses could be taken. See counselor for alternative suggestions.
- + Proficiency in typing OSE 170 is required for all CIS classes; however it may be waived by successfully passing a keyboarding test. See counselor.

Basic Core Program Requirements (all options) Sem Hrs

* ACC 211 Principles of Accounting I	4
* ACC 212 Principles of Accounting II	4
* CIS 133 (1) Introduction to Computer Information System	4
CIS 112 (1) Introduction to AS400 and Profs	1
CIS 130 (2) Developing Programming Logic	2
CIS 139 (1) BASIC Programming I (Required of all students who do NOT have a background in BASIC commands)	1
* CIS 140** (2) BASIC Programming II	3
CIS 135 (3) Information Storage & Retrieval	3
CIS 235 (4) Systems Analysis & Design	3
* CIS 245 (3) COBOL Programming	3
CIS --- (2 3) Select from CIS 234, 240, 260, or 265	3
* OSE 151 Business Communications I (typing assignments required)	3
* OSE 152 Business Communications II	3
+ OSE 170 Keyboarding I: Keyboard	2
PE --- Elective Activity	1
PE --- Elective Activity	1
POL 103 Introduction to American Government	3
SPH/PSY/SOC Humanities OR Behavioral Science elective. Those below highly recommended:	
PHL 221 Logic	
PSY 101 Applied Psychology	
PSY 211 General Psychology	
SOC 211 Principles of Sociology	3
SPH 112 Fundamentals of Oral Communication	
SPH 114 Interpersonal Communications	
SPH 212 Listening	

TOTAL CORE 44

You should discuss with a counselor the best order in which to schedule these courses.

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).

Many courses have prerequisites:
See current course description booklet.

OPTION -- Accounting	Sem Hrs
* ACC 223 Accounting Practices/Working Capital	4
* ACC 224 Accounting Practices/Long Term	4
++ MTH 208 Elementary Statistics	3
--- Elective	3
ACC 214 Microcomputer Accounting Applications (concurrently with ACC 212)	4
CIS Core	44
TOTAL 62	

OPTION---Computer Application Specialist

CIS 120 Microcomputers in Business	3
CIS 115 Introduction to Macintosh/Business Applications	2
CIS 134 Lotus 1-2-3	3
CIS 260 dBase	3
MTH/GB select electives from below:	
GB 110 Business Mathematics	
GB 131 Small Business Management I	
GB 132 Small Business Management II	
GB 143 Principles of Advertising	
GB 153 Introduction to Business	
MTH --- elective	6
--- Elective	4
CIS Core	44
TOTAL 62	

OPTION---Programming Sem Hrs

CIS 255 Advanced COBOL	3
CIS --- CIS Elective	3
++MTH 208 Elementary Statistics	3
++MTH --- Math Elective	3
--- Elective	6
--- CIS Core	44
TOTAL 62	

A. Students may substitute ENG 111 and ENG 112 OR its equivalency for OSE 151 and 152. Any other substitution for Business Communications must be approved by either a counselor or the Computer Information System discipline.

B. The above curriculum is intended to prepare the student for a career upon graduation from Delta College. If one plans to transfer to a four-year college, he/she should use a Data Processing curriculum sheet.

++C. Dependent upon student's background. If student can handle MTH 208 without additional algebra prerequisites, then no other math is required.

Transfer Program Requirements

If you are planning to transfer to a baccalaureate degree program you should consult with a counselor before enrolling in computer, business, or general education courses so that specific transfer college requirements can be completed. The above Associate in Business Studies degree programs are not designed to transfer into the majority of Data Processing baccalaureate degrees.

CNC MACHINE PROGRAMMER/OPERATOR

COMPUTER NUMERICAL CONTROL TECHNOLOGY/Certificate

CNC Machine Tool Programmer/Operators use computer driven machine tools such as lathes, mills, profilers, lasters, water jet, wire electrical discharge machines, tube benders, punches, and grinders to shape metals to precise dimension. Although some programmer/operators can work with a wide variety of CNC machine tools, most specialize in one or two types. Specific duties may include: studying blueprints, sketches; tool, fixture and machines set up; programming and editing; machine workpieces; inspecting, verifying, and certifying product for dimensional accuracy; light duty repair and maintenance of the CNC machine.

Basic Program Requirements		Sem Hrs
CAD 110 CAD/CAM Systems Orientation		2
CIS 114 Introduction to IBM PC OR		
CIS 118 IBM PC DOS		1
CNC 160 Computer Numerical Control Programming I		3
CNC 161 Computer Numerical Control Programming II		3
CNC 201 CNC Tooling and Special Setups		2
DRF 104 Basic Industrial Drafting OR		
DRF 105 Beginning Industrial Drafting		4/3
MS 112 Ferrous Heat Treatment		2
MS 114 Machine Tools I		3
MS 115 Machine Tools II		3
MS 120 Machinist's Handbook		2
MT 110 Machine Tool Calculations		5
SUBTOTAL		29/30

On Line Programming/Operation

Select four Courses from the CNC Core.

(Three must be from the on line group)

Beginning	Advanced	
CNC 211	CNC 251 Mitsubishi 410 EIA/ISO	4
CNC 212	CNC 252 Heidenhain TNC-151 Control	4
CNC 213	CNC 253 OSP-5000 LG Control	4
CNC 214	CNC 254 Anilam G EIA/ISO Control	4
CNC 215	CNC 255 General Numeric 10TF Control	4
CNC 216	CNC 256 Mazatrol M-2 Control	4
CNC 217	CNC 257 JAPT 3J EIA/ISO Control	4
CNC 218	CNC 258 Boston Digital SPC-II EIA/ISO	4

Off Line Programming

Beginning	Advanced	Sem Hrs
CNC 221	CNC 261 ACU CARV	4
CNC 222	CNC 262 E-Z CAM IV	4
CNC 223	CNC 263 TM-APT-G	4
CNC 224	CNC 264 Anicam	4
CNC 226	CNC 266 CAM M-2	4
CNC 227	CNC 268 XL/NC	4
CNC 228	CNC 269 Nicam IV	4

CNCN CORE COURSES 16

TOTAL CREDITS FOR CERTIFICATE 45/47

COMPUTER NUMERICAL CONTROL TECHNOLOGY/Associate In Applied Science Degree

Students must complete the CNC Programmer/Operator Certificate Program plus the following courses.

Core CNC Courses

Two additional courses selected from the on-line CNC group	8
One additional course selected from the off-line or on-line group	4

General Education Courses

	Sem Hrs
ENG 111 College Composition	3
ENG 113 Technical Writing	3
POL 103 Introduction to American Government	3
PSY 101 Applied Psychology OR	
SPH 114 Interpersonal Communications	3
PE --- Activity	1
PE --- Activity	1

CREDITS REQUIRED FROM CERTIFICATE 45/47

TOTAL CREDITS REQUIRED FOR ASSOCIATE DEGREE 71/73

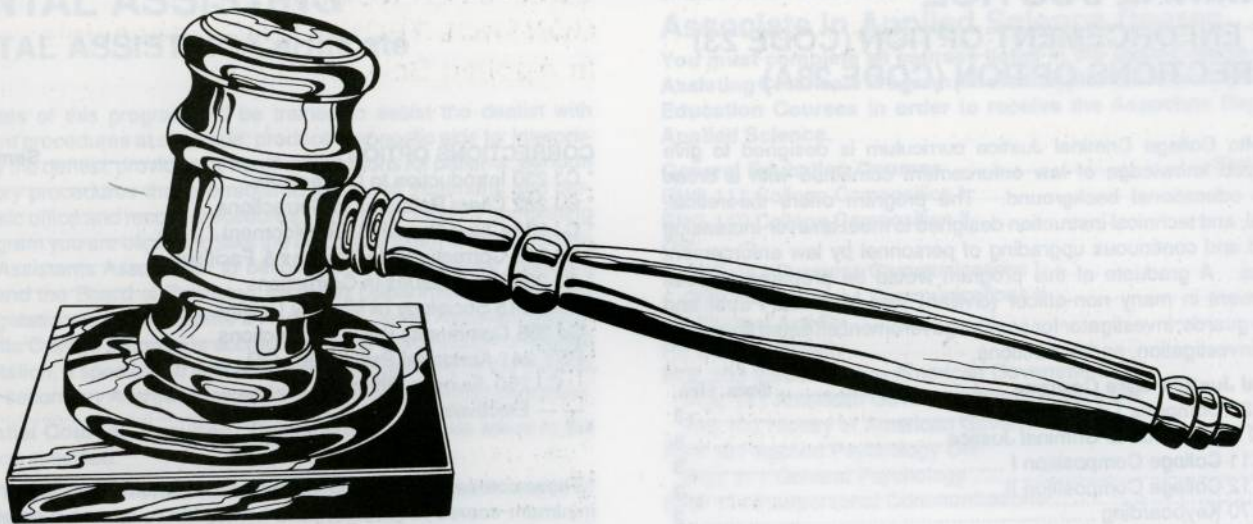
Technical Electives Suggested for Enrichment

CNC 235 MHP Flexible Machining Cell
IS 110 Industrial Supervision
MT 191 Machine Controls I
MT 220 Introduction to Fluid Power
ROB 101 Industrial Robotics

A waiting list is maintained for CNC courses. For program details and to be put on the waiting list, see a counselor or instructor. Many courses have prerequisites. See Current Course Description Booklet.

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).





CORRECTIONS OFFICER ACADEMIC PROGRAM INFORMATION

Academic Requirements: After October 1, 1987, ALL Michigan State Corrections Officers hired will require 15 semester or 23 quarter college credit hours earned through one of the following options:

OPTION I. Five (5) specific corrections courses as determined by the Correctional Officer's Training Council. Each course must be passed with a minimum of a "C" grade (2.0 GPA on a 4.0 scale). At Delta, these courses are CJ230, CJ232, CJ233, CJ235, CJ238 and are described below.

OPTION II. Fifteen credits in the following areas: Psychology, Sociology, Corrections, Criminal Justice, Guidance and Counseling, Educational Psychology, Family Relations. **Only the earning of college credit is required** in this option; therefore, the "C" grade minimum is NOT required.

NOTE: Fulfillment of OPTION I provides priority on the Department of Corrections employment list as compared to fulfillment of OPTION II and employment will ONLY become available for qualified candidates who completed OPTION II after all the qualified candidates with OPTION I were considered. Since the need for Corrections Officers tends to fluctuate, it is recommended to contact the State at the time of interest as to the employment opportunities using OPTION II.

Course Offerings: It is anticipated that at least one (1) section of each of the five (5) courses will be offered in either the Fall and Winter semesters. Spring-Summer semester offerings will depend on need and instructor availability. **THE COURSES ARE OFFERED IN THE EVENING ONLY, WITH SOME SATURDAY OFFERINGS.**

Upon successful completion of the five (5) courses, the student will receive a certificate of completion, and this **SHOULD NOT BE CONFUSED WITH COMPLETING A CERTIFICATE PROGRAM AT DELTA.**

Course Descriptions:

CJ 230, Introduction to Corrections, 3 sem. hrs.

Designed to provide an understanding of the agencies and institutions that have legal authority over the custody and supervision of offenders. Major areas discussed include the history and development of corrections, community based corrections, local, state, and federal correctional institutions, and institutional administration. The correctional treatment of female, male and juvenile offenders will be explored. The role of corrections in the total system of criminal justice will also be covered.

CJ 232, Client Relations in Corrections 3 sem. hrs.

Designed to create an awareness of the effects of culture and discrimination on the attitude formation of individuals and assist students in identifying various professional responses to human behavior.

CJ 233, Client Growth and Development, 3 sem. hrs.

Designed to enable students to differentiate the various factors that are involved in the development and growth of the criminal. Included will be a discussion of the biological, environmental, and psychological influences. Specific problems such as sexual, substance abuse and medical disorders will be reviewed. Intervention strategies will also be discussed.

CJ 235, Correctional Institutions and Facilities, 3 sem. hrs.

Designed to present an overview of correctional institutions and facilities. Topics covered include the purpose of prisons and correctional institutions, treatment and rehabilitating programs, management and organization of correctional institutions, custodial care, safety and security, and future concerns.

CJ 238, Legal Issues in Corrections, 3 sem. hrs.

A study of the primary legal issues correctional personnel will be entrusted to enforce and safeguard. Topics covered include an overview of U.S. Constitutional law, the court process from arrest through trial, the structure and function of the U.S. and state courts, and prisoner rights.

CRIMINAL JUSTICE

LAW ENFORCEMENT OPTION (CODE 23)

CORRECTIONS OPTION (CODE 23A)

The Delta College Criminal Justice curriculum is designed to give specialized knowledge of law enforcement combined with a broad general educational background. The program offers theoretical, practical, and technical instruction designed to meet an ever-increasing demand and continuous upgrading of personnel by law enforcement agencies. A graduate of this program would be prepared to seek employment in many non-officer (civilian) jobs such as: Patrol and security guards; investigator for several government affiliated agencies, private investigation, and corrections.

Criminal Justice Core Courses	Sem. Hrs.
+CPS 125 Computer Literacy	3
CJ 110 Introduction to Criminal Justice	3
ENG 111 College Composition I	3
ENG 112 College Composition II	3
+OSE 170 Keyboarding	2
PE 101 Physical Fitness OR	
PE 105 Circuit Training	1
PE --- Elective	1
POL 103 American Government (or POL 111)	3-4
PSY 211 General Psychology	4
SOC 211 Principles of Sociology	3
SPH 112 Fundamentals of Oral Communication OR	
SPH 114 Interpersonal Communication	3
	29-30

Students pursuing the Associate in Applied Science must complete these required CORE Courses plus all courses chosen from one of the options below.

+ Students demonstrating proficiency in these areas can substitute additional electives.

LAW ENFORCEMENT OPTION

	Sem. Hrs.
BIO 111 Principles of Biology	4
*CJ 111 Police Administration	3
*CJ 112 Police Operations	3
*CJ 210 Introduction to Criminal Investigation	3
*CJ 250 Juvenile Offender	3
#CJ 220 Crime Laboratory Techniques	3
*CJ 270 Evidence & Criminal Procedures	3
*CJ 271 Criminal Law	3
--- Electives	7-8
	32-33

* These courses require a "C" (2.0) grade minimum.

Students may substitute a lab science other than Biology for CJ 220. This would be particularly useful for students transferring to a 4-year school and helpful in the fulfillment of the MACRAO agreement.

NOTATIONS:

1. MACRAO Agreement: It is recommended that students planning to transfer to a four-year college or university complete the MACRAO agreement requirements. The intent of this agreement is to ensure that a student who completes the basic two-year requirements (general education requirements) at a signatory public community college will have satisfied the basic two-year requirements of the signatory four-year college. These basic two-year requirements include ENG 111/112 and 8 credits each in humanities, social science and science. For assistance, in program planning to incorporate the MACRAO designation transcript, students are advised to contact a Delta College counselor.

2. This Criminal Justice program does not certify you for employment as a police enforcement officer as it does not incorporate the Basic Police Training (BPT) curriculum. For information about BPT contact the Law Enforcement Programs Director, Room G-131.

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).

CORRECTIONS OPTION	Sem. Hrs.
* CJ 230 Introduction to Corrections	3
* CJ 232 Client Relations in Corrections	3
* CJ 233 Client Growth & Development	3
* CJ 235 Correctional Institutions & Facilities	3
* CJ 238 Legal Issues in Corrections	3
SOC 215 Sociology of Minority Groups	3
CJ 236 Community Based Corrections	3
PSY 241 Abnormal Psychology OR	
CJ 250 Juvenile Offender	3
--- Electives	8-9
	32-33

* These courses require a "C" (2.0) grade minimum. They also meet the minimum course requirements to be eligible to pursue a career as a Corrections Officer 11B.



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DENTAL ASSISTING

DENTAL ASSISTING/Certificate

Graduates of this program will be trained to assist the dentist with treatment procedures at chairside; produce diagnostic aids for interpretation by the dentist; provide oral health instructions for patients; perform laboratory procedures that are required for dental treatment; and perform basic office and record procedures. Upon successfully completing this program you are eligible to take the certificate exam of the American Dental Assistants Association to become a Certified Dental Assistant (CDA) and the Board of Dentistry, Michigan Department of Licensing and Regulation exam to become a Registered Dental Assistant (RDA). This Delta College program is accredited by the Commission on Dental Accreditation, a specialized accrediting body recognized by the Council on Post-secondary Accreditation and the U.S. Department of Education.

Sequential Courses Required: These courses must be taken in the sequence specified.

NOTE: You must achieve a "C" (2.0) or better grade in each course to be eligible to continue enrollment in this program.

Dental Assisting Courses Sem. Hrs. Fall Only

DA 110 Clinical Dental Assisting I	4
DA 113 Oral Anatomy & Physiology	4
* AH 100 Intro. Anatomy & Physiology	4
* BIO 102 Microbiology & Infection Control	2
* HSC 140 Basic Medical Emergencies	2

Winter Only

DA 120 Clinical Dental Assisting II	5
DA 123 Dental Radiology	4
DA 126 Dental Materials	3
DA 127 Dental Health & Nutrition	2

Spring Only

DA 129 Dental Office Management	3
DA 128 Expanded Dental Functions	2

Spring/Summer Only

DA 130 Dental Assisting Internship	7
DA 133 Dental Assisting Internship Seminar	2
44	

*AH 100, BIO 102, and HSC 140 may be taken prior to the Dental Assisting sequential courses. If they are taken, you must have a minimum of a "C" (2.0) in each.

You should discuss with a counselor the best order in which to schedule these courses.



DENTAL ASSISTING

Associate in Applied Science Degree

You must complete all courses listed in the Delta College Dental Assisting Certificate Program (44 credits) plus the following General Education Courses in order to receive the Associate Degree in Applied Science.

General Education Courses	Sem. Hrs.
ENG 111 College Composition I	3
ENG 112 College Composition II	3
OR	
OSE 151 Business Communications I	3
OSE 152 Business Communications II	3
PE Elective Activity	1
PE Elective Activity	1
POL 103 Introduction to American Government OR	
POL 111 American Government and Politics OR	
HIS 103 History of American Government	3-4
PSY 101 Applied Psychology OR	
PSY 211 General Psychology	3-4
SPH 114 Interpersonal Communications	3
17-19	

NOTATIONS:

1. Due to the limited capacity of the college dental facilities and the specific requirements of the Commission on Accreditation of Dental and Dental Auxiliary Educational Programs, enrollment is limited. Each Fall semester approximately 28 students will be accepted for enrollment in the sequential Dental Assisting courses. Students may complete courses AH 100, DA 100, and HSC 140 with a minimum C (2.0) grade in each prior to requesting enrollment in the Dental Assisting Sequential courses.
2. The Certificate program requires you to complete a minimum of 44 Semester/Credit hours. The Associate in Applied Science Degree program requires you to complete a minimum of 62 semester/credit hours.
3. Dental Assisting courses are offered day hours **only** and **must be taken together** in the sequence shown. You must achieve a minimum C (2.0) grade in each Dental Assisting course plus courses HSC 140, AH 100, and BIO 102.
4. If you successfully complete (C/2.0 grade in each) both BIO 131 and 132 prior to enrollment in D.A. courses you will be able to waive AH 100.
5. Once admitted to the D.A. course sequence you will be required to have a negative TB test during your first semester and then be required to have a physical exam including a negative hepatitis carrier B test prior to enrolling DA 120 (second semester of Dental Assisting Sequential courses).
6. In addition to tuition and textbook costs, you must purchase a laboratory coat, uniforms, clinic shoes, safety glasses, and provide transportation to dental office internship assignments and other facilities.
7. You must have valid CPR Certification throughout the third semester of the Dental Assisting Sequential courses.

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).

DENTAL HYGIENE

DENTAL HYGIENE/Associate in Applied Science Degree

Graduates of this program will acquire the knowledge and skills to provide preventive and therapeutic treatments and services prescribed by and under the supervision of the dentist. Specific responsibilities vary, depending on the law of the state where the dental hygienist is employed but generally include: Scaling and root planing; application of topical fluoride and medicines for the prevention of tooth decay; taking impressions and preparing diagnostic models, expose, process and mount dental radiographs; provide instructions for patient self-care, and nutritional counseling; and perform laboratory procedures. Upon successfully completing this program you will be eligible to take the National, Regional and State Board Examinations for Dental Hygiene licensure, since Delta College's program is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and the U.S. Department of Education.

General Education Courses	Sem.	Hrs.
>BIO 131 Anatomy and Physiology I	4	4
*BIO 132 Anatomy and Physiology II	4	4
*BIO 203 General Microbiology	4	4
*HSC 140 Basic Medical Emergencies	2	2
HSC 105 Medical Terminology	2	2
*ENG 111 College Composition I	3	3
*ENG 112 College Composition II	3	3
*SPH 114 Interpersonal Communications	3	3
SOC 211 Principles of Sociology	3	3
*PE Elective Activity	1	1
*PE Elective Activity	1	1
*POL 103 Introduction to American Government OR		
POL 111 American Government & Politics	3, 4	3, 4
*PSY 101 Applied Psychology OR		
PSY 211 General Psychology	3, 4	3, 4

Dental Hygiene Courses	Sem.	Hrs.
DH 110 Dental Infection Control	2	2
DH 114 Oral Health	3	3
DH 115 Clinical Techniques	4	4
DH 116 Preventive Nutrition	2	2
DH 117 Dental Anatomy	2	2
DH 118 Anatomy of the Head and Neck	3	3
DH 120 Periodontics	2	2
DH 122 Oral Histology and Embryology	2	2
DH 123 Dental Radiography	3	3
DH 124 Pharmacology	3	3
DH 125 Clinical Dental Hygiene I	6	6
DH 131 Clinic II Seminar	2	2
DH 135 Clinical Dental Hygiene II	4	4
DH 211 Clinic III Seminar	1	1
DH 212 Dental Specialties	1	1
DH 213 Oral Pathology	3	3
DH 214 Dental Therapeutics and Devices	4	4
DH 215 Clinical Dental Hygiene III	6	6
DH 216 Community Dentistry I	2	2
DH 221 Clinic IV Seminar	2	2
DH 225 Clinical Dental Hygiene IV	7	7
DH 226 Expanded Hygiene Duties	2	2
DH 227 Community Dentistry II	1	1

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>Prior to enrolling in BIO 131, you must either take BIO 130 or pass the BIO 130 Challenge Exam

NOTATIONS:

1. A maximum of 18 students will be accepted each Fall semester for the Dental Hygiene courses.
2. Prerequisites qualifications are: a) high school graduate or GED equivalent b) be admitted to Delta College c) submit to Delta College

complete transcripts from high school and other colleges attended d) successfully complete prerequisite courses e) follow the validating procedures as outlined on page 62 of this catalogue once the prerequisites are completed.

3. Before you finish your prerequisites you must observe 2 different Dental Hygienist performing their skills in 2 different dental offices for a minimum of 8 hours, or you can substitute one dental office by being a patient in Delta College's Dental Hygiene Clinic. These observations must be documented on the Observation Form which can be picked up in the Counseling Office. These forms must then be turned into the Allied Health Counselor prior to enrollment in the professional course sequence.

4. It is highly recommended that you make an appointment with the Allied Health Counselor to go over the prerequisites and discuss your career choice prior to starting your prerequisites.

5. Dental Hygiene courses are offered day hours only and must be taken together in the sequence shown. You must achieve a minimum C (2.0) grade in each Dental Hygiene course to be eligible to continue in the program.

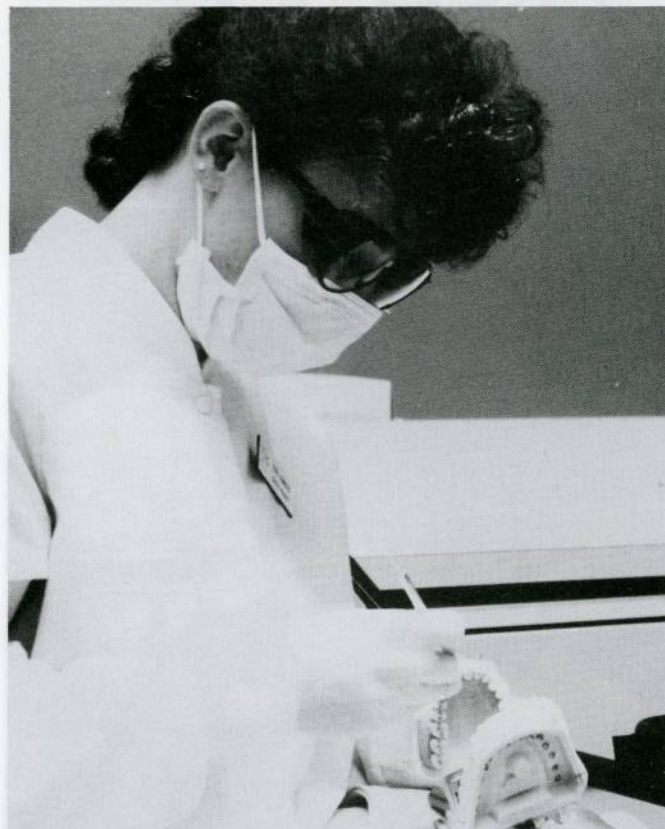
6. After enrolling in clinical, you must have a complete physical examination including negative TB and Hepatitis carrier test. It is highly recommended that you talk to your family physician about receiving the Hepatitis Vaccine before you start the professional course sequence of Dental Hygiene.

7. You must maintain a current CPR certification throughout your enrollment in the Dental Hygiene courses **plus you must maintain your certification to be a licensed Dental Hygienist in the State of Michigan.**

8. In addition to tuition, fees and textbook costs, you must purchase laboratory coats, clinic shoes, uniform pants, safety glasses, and the Dental Hygiene Instrument Kit (additional costs approximate \$850.00)

9. It is imperative that you see the most current curriculum guidesheet copy available from Counseling Center.

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).



ELECTRONIC ENGINEERING TECH

ELECTRONIC ENGINEERING TECHNOLOGY/Associate in Applied Science Degree

Electronic technicians design, build, test, trouble shoot, repair, and modify many types of electronic equipment. The technician may be an engineering aid in the laboratory, an electronic designer, or a field representative. Rather than emphasizing one or two titles, this program stresses the core of knowledge and skills common to this group of technical occupations. Also this program provides instruction in CAD, circuitry, and one computer programming. This degree curriculum is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology. Recognition by TAC/ABET assures students they will have met or surpassed minimum national criteria in job skills and professional attitude, and expands their market ability as engineering technicians.

YEAR ONE

Fall Semester

Course Title	Sem. Hrs.
EET 120 Digital Circuits	3
ENG 111 College Composition I	3
MTH 113 Applied Trigonometry OR MTH 121 Plane Trigonometry	4/3
PHY 101 Applied Physics OR PHY 111 General Physics I	4
	14/13

WINTER SEMESTER

EET 131 Electrical Measurements	2
EET 224 Computer Electronics I	3
ENG 113 Technical Writing	3
MTH 151 Pre-Calculus Mathematics	4
PHY 112 General Physics II	4
	14

TWO YEAR

Fall Semester

CPS --- Elective	2/3
EET 110 Passive Circuit Analysis	5
MTH 161 Analytic Geometry and Calculus I	4
POL 103 Introduction to American Government	3
	14/15

Winter Semester

CAD 110 CAD/CAM System Orientation	2
EET 210 Active Circuits I	5
SPH 112 Fundamentals of Oral Communication OR SPH 114 Interpersonal Communications	3
PE --- Physical Activity Elective	1
Elective	3
	14

Fall Semester

EET 211 Active Circuits II	4
EET 215 Electronic Control and Automation	4
EET 216 Advanced Electronic Circuits	4
EET 231 Electronic Fabrication	3
	15

Approved Electives

EET 212 Computer Aided Circuit Analysis	2
EET 222 Advanced Logic Circuits	3
EET 225 Computer Electronics II	3
MT 220 Introduction to Fluid Power	3

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).



ELECTRONIC SERVICE TECHNOLOGY

ELECTRONIC SERVICE TECHNOLOGY/Certificate

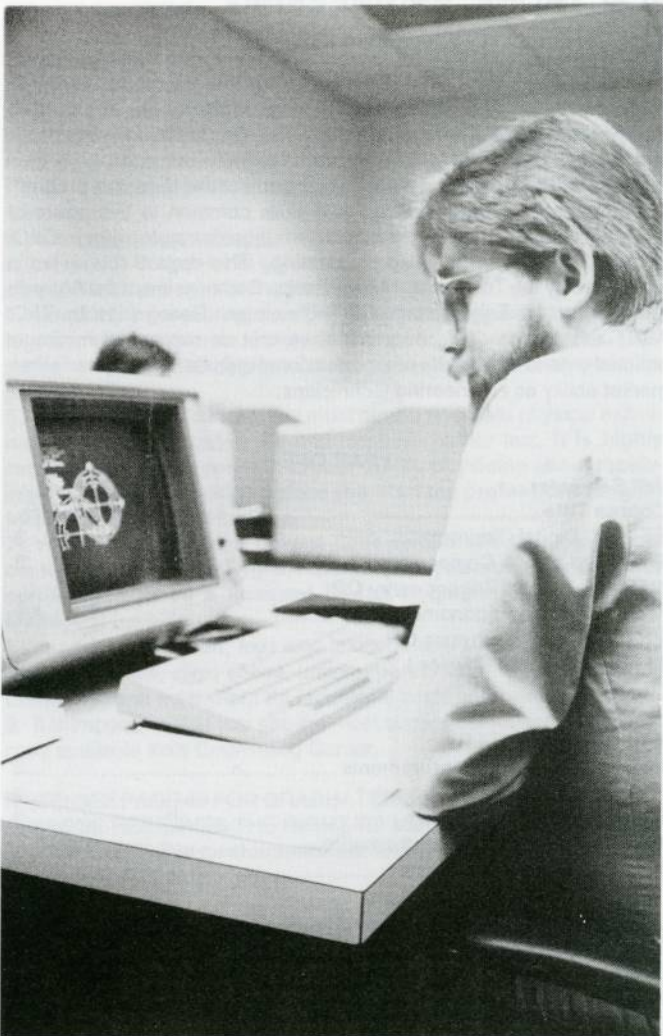
This program provides the background, knowledge and skills in the operation, service, and repair of basic electronic systems. Electronic service technicians test, trouble shoot, repair, and modify many types of electronic equipment. The technician may be a bench service specialist, an electronic system repairer, or a field service representative. Rather than emphasizing one or two specialties, this program stresses the core of knowledge and skills common to this group of technical occupations. The goals of this program are to have the graduate be able to, given proper diagrams and information, trouble shoot and repair basic electronic systems. This program provides instruction in tool usage, circuitry, computer usage, and documentation of work.

Course Titles	Sem. Hr.
MTH 107 Algebra I	3
EST 101 Electronic Service Industry	4
EST 133 Electronic Service I	4
EST 135 Electronic Service II	4
EST 137 Electronic Service II	4
EST 140 Digital Electronics I	3
EST 150 Electronic Devices I	3
EST 142 Digital Electronics II	3
EST 152 Electronic Devices II	3
GB 131 Small Business Management	3
EST 146 Basic Microprocessor Systems	3
EST 156 Basic Electronic Systems	3
TOTAL 40	

NOTATIONS:

1. Except for EST 101 and 133, all other EST courses require a "C" grade in prior course to continue or instructor permission.
2. Most courses in this program are sequential not concurrent. The first semester MTH 107 and EST 101 are completed first, then EST 133 and EST 135 follow in order. Courses vary in length from 3 to 6 weeks.
3. Many courses have prerequisites. See current description booklet.

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).



EMERGENCY MEDICAL TECHNICIAN

BASIC EMT/ADVANCED EMT (Fall Only)

Before you are admitted to the Basic EMT sequence, the following information must be provided: A current physical examination which confirms you are free from communicable disease and capable of performing the duties necessary for the safe care of patients (Physicals should be turned in to the College Health Office before beginning EMT classes. Health form is good for one year.)

* The minimum requirements to be licensed as a Michigan EMT are the successful completion ("C" 2.0) grade or higher in each class of EMT 101, EMT 102 and EMT 108, and the passing of the State of Michigan Basic EMT Exam (both written and practical portions). Employability with only a Basic EMT license is extremely limited and most EMTs in the Saginaw Valley area hold an Advanced EMT/Paramedic Michigan License.

Many courses have prerequisites: see current course description booklet.

Emergency Medical Technician Courses.....	Sem. Hr.
EMT 101 Basic EMT	6
EMT 102 Basic Field Experience	1
EMT 108 Rescue and Extraction	1
	8



ELECTRONIC SERVICE
TECHNOLOGY/Certificates

This program provides the background, knowledge, and skills of basic electronic service technicians and includes visual, repair, and electronic systems. Technicians may be a buyer of electronic systems, repair, or a field service technician. This program is for those who are interested in the field of electronics. The goals of this program are to have the graduates possess the knowledge and skills common to this group of technicians. The program provides instruction in computer usage, and documentation of work.

Course Titles

ENT 101 Algebra
ENT 101 Electronic Service Industry
ENT 103 Electronic Service I
ENT 103 Electronic Service II
ENT 103 Electronic Service III
ENT 103 Digital Electronics I
ENT 103 Digital Electronics II
ENT 103 Electronic Service IV
ENT 103 Electronic Service V
ENT 103 Electronic Service VI
ENT 103 Electronic Service VII
ENT 103 Electronic Service VIII
ENT 103 Electronic Service IX
ENT 103 Electronic Service X
ENT 103 Electronic Service XI
ENT 103 Electronic Service XII
ENT 103 Electronic Service XIII
ENT 103 Electronic Service XIV
ENT 103 Electronic Service XV
ENT 103 Electronic Service XVI
ENT 103 Electronic Service XVII
ENT 103 Electronic Service XVIII
ENT 103 Electronic Service XIX
ENT 103 Electronic Service XX



FASHION MERCHANDISING

FASHION MERCHANDISING/Associate in
Business Studies Degree

This program can lead to careers in fashion buying, fashion merchandising, fashion design, bridal consultant, fashion show coordinator, and fashion display. The merchandisers of fashion perform numerous jobs such as, buying, selling, fashion writing, coordination, fashion illustration, bridal consulting, fashion show coordination, display and promotion work and serving fashion and educational representatives for pattern companies, accessory, and fabric manufacturers.

Many courses have prerequisites: see current course description booklet.

Semester One	Sem. Hrs.
ART 115 Basic Design - 2 Dimensional	3
FRM 150 History & Dynamics of Fashion	3
GB 110 Business Mathematics	3
GB 153 Introduction to Business	3
* OSE 151 Business Communications I	3
PE --- Elective Activity	1
	16

Semester Two	Sem. Hrs.
* FM 155 Textiles	3
* FM 170 Fundamental Theories of Fashion Design and Merchandising (Winter semester only)	3
GB 145 Principles of Sales	3
OSE 152 Business Communications II	3
PE --- Elective Activity	1
--- --- Elective	3
	16

Semester Three	Sem. Hrs.
* CED 122 Cooperative Education	3
* FM 151 Display (Fall semester only)	3
GB 143 Principles of Advertising	3
GB 247 Principles of Retailing	3
PSY 101 Applied Psychology OR	
PSY 211 General Psychology	3/4
	15/16

Semester Four	Sem. Hrs.
CIS 133 Introduction to Computer Information Systems	4
* FM 240 Fashion Coordination	3
* GB 248 Principles of Buying for Resale	3
POL 103 Introduction to American Government	3
--- --- Elective	2/3
	15/16

Spring Semester	Sem. Hrs.
FM 250 Seminar in Clothing Fashion	2
(Market Trip Optional) Includes one week in New York	
* Requires a "C" (2.00) or better for graduation from this program.	
The above curriculum is intended to prepare you for a career upon graduation from Delta College. If you plan to transfer to a four-year college, you should consult a counselor.	

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).

FINANCIAL INSTITUTIONAL MANAGEMENT

Savings & Loan Management

Banking Management

Credit Union Management

Associate in Business Studies Degree

This program is designed for a person who desire to enter the financial/institution field as well as for present employees who desires to increase and upgrade their skills and knowledge of finance. Job opportunities are available in banks, savings and loan associations, credit unions, and agencies within areas such as: commercial and installment loan department; real estate mortgage departments; check processing; bank operations supervision; computer programming; auditing and accounting. These programs are offered in conjunction with A.I.B. (American Institute of Banking) and I.F.E. (Institute of Financial Education, and C.U.N.A. - Credit Union National Association).

Financial Institution Management students must complete the required cored courses listed below **plus** the courses listed in one of the areas of specialization.

Many courses have prerequisites: see current course description booklet.

Core Courses	Sem. Hrs.
CIS 133 Introduction to Computer Information Systems	4
ECN 221 Principles of Economics I	4
GB 110 Business Mathematics	3
GB 153 Introduction to Business	3
GB 243 Principles of Marketing	3
GB 245 Principles of Management	3
OSE 151 Business Communication I	3
OSE 152 Business Communication II	3
PE --- Physical Education Activity	1
PE --- Physical Education Activity	1
POL 103 Introduction to American Government	3
	31

Savings & Loan Management	Sem. Hrs.
ACC 211 Principles of Accounting I	4
ECN 166 Money & Banking	3
GB 170 Introduction to Savings Association Business and Operations	3
GB 172 Residential Mortgage Lending	2
GB 251 Business Law I	3
PSY 101 Applied Psychology	3
• Electives (at least one course must be selected from below)	13
	Total 31
	Core 31
	Total Degree Requirements 62

• Recommended Electives for Savings and Loan	
GB 177 Deposit Account & Services	3
GB 174 Real Estate for Financial Institutions	3
GB 183 Real Estate Law	3

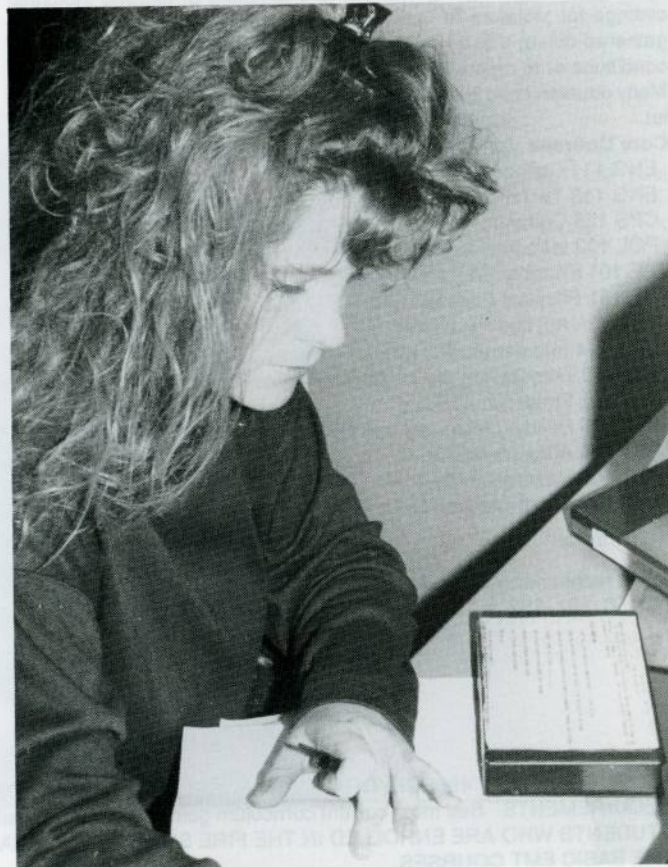
• A "C" (2.0) minimum grade is required in the credit union management curriculum in each asterisked course.

Banking Management	Sem. Hrs.
ACC 211 Principles of Accounting I OR	
AIB 103 AIB Accounting I	4, 3
ACC 212 Principles of Accounting I OR	
AIB 104 AIB Accounting II	4, 3
AIB 160 Principles of Bank Operations	3
AIB 173 Consumer Lending	3
AIB --- Elective	3
GB 251 Business Law I OR	
AIB 124 AIB Law & Banking	3
GB 252 Business Law II	3
--- General Elective	8-10
	Total 31
	Core 31
	Total Degree Requirements 62

Credit Union Management	Sem. Hrs.
* ACC 211 Principles of Accounting I	4
* CRM 212 Credit Union Accounting	3
* CRM 160 Introduction to Credit Unions	3
* AIB 173 Consumer Lending	3
GB 177 Deposit Accounting & Services Management	3
* GB 251 Business Law	3
* GB 256 Personnel Management	3
CRM 201 Credit Union Financial Counseling & Member Relations	3
--- Electives	6
	Total 31
	Core 31
	Total Degree Requirements 62

The above curriculum is intended to prepare you for a career upon graduation from Delta College. If you plan to transfer to a four year college you should use a Business Administration curriculum sheet and consult a counselor.

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).



FIRE SCIENCE TECHNOLOGY

Associate in Applied Science Degree

Fire Fighter Technician

Fire Investigation/Prevention

EMT

Industrial Security/Fire Safety

This program is designed to provide additional education and training for individuals who are employed in Fire Fighters prevention, safety and security related positions. Job placement for new positions is limited.

NATURE OF WORK: Fire Science Technology is an applied science that deals with the control and prevention of fires and the handling of hazardous materials. This program develops technical competency and prepares the student for managerial and leadership positions in municipal, industrial, and business areas of fire protection, suppression, and prevention. Delta College offers four options within the Fire Science Technology degree:

Fire Fighter Technician - Fire fighters control and put out fires, protect life and property, and maintain equipment. They are responsible for the proper use and maintenance of equipment, responding to alarms and emergencies, assisting in auto accidents, and educating the public about prevention and safety.

EMT - Emergency Medical Technicians are needed on the scene of fires to deal with basic life support skills such as patient evaluation, respiratory and cardiac care, psychological care, auto extrication, and the transportation of patients.

Fire Investigation/Prevention - Those fire fighters involved in investigation work gather facts and analyze evidence of fires to determine causes (especially when arson or criminal behavior is suspected). These individuals work in prevention by inspecting public buildings for conditions that may cause a fire, checking building plans, condition of fire escapes and fire doors, and the storage of flammable materials. Education of the public as to fire prevention and safety measures is an important facet of this position.

Industrial Security/Fire Safety - These individuals inspect the premises and equipment of industrial plants to detect fire hazards and make suggestions for improvement where fire safety is concerned. Their duties include examining interiors and exteriors of existing industrial settings for violators of local ordinances and state laws. The facts gathered during these investigations are used to issue permits of safe conditions or to report violations.

Many courses have prerequisites; see current course description booklet.

Core Courses	Sem. Hrs.
ENG 111 College Composition I	3
ENG 113 Technical Writing	3
CPS 125 Computer Literacy	3
POL 103 Introduction to American Government	3
+PE 101 Physical Education Activity	1
+PE 151 Physical Education Activity	1
PSY 101 Applied Psychology OR	
SPH 114 Interpersonal Communications	3
FST 101 Introduction to Fire Science	3
FST 102 Fireground Tactics	3
FST 103 Building Materials and Construction	3
FST 104 Arson Awareness	3
FST 105 Hazardous Materials	3
FST 107 Fire Protection Systems	3
Total Core Courses	35

+ The recommended PE classes are PE 101, Physical Fitness and PE 150, 151, 152 or 153, Swimming I, II, III

Fire Fighter Technician

Technical Courses	Sem. Hrs.
Basic Training (8 credit hours required)	
FST 111 Fire Fighter - Level A	4
FST 112 Fire Fighter I - Level B	4
FST 211 Fire Fighter II - Level C	4
FST 212 Fire Fighter II - Level D	4

Leadership Training Courses (6 credit hours required)

FST 201 Supervision & Leadership	3
FST 202 Company Management	3
FST 203 Fireground Management	3
FST 204 Instructor Training	3
Total Specialized, 14; Electives, 13; Core, 35;	

Total Degree Requirements, 62

Fire Investigation/Prevention

Technical Courses	Sem. Hrs.
CJ 210 Introduction to Criminal Investigation	3
FST 224 Arson Investigations	3
FST 230 Fire Safety Education	3
Total Specialized, 9; Electives, 18; Core, 35;	
Total Degree Requirements, 62	

EMT

Technical Courses	Sem. Hrs.
• EMT 101 Basic EMT I	6
• EMT 102 Basic EMT Field Experience	1
• EMT 108 Rescue and Extrication	1

Leadership Training Courses (6 credit hours required)

FST 201 Supervision & Leadership	3
FST 202 Company Management	3
FST 203 Fireground Management	3
FST 204 Instructor Training	3
Total Specialized, 14; Electives, 13; Core, 35;	

Total Degree Requirements, 62

Industrial Security/Fire Safety

Technical Courses	Sem. Hrs.
• EMT 101 Basic EMT	6
• EMT 102 Basic EMT Field Experience	1
• EMT 108 Rescue and Extrication	1
IS 118 Industrial Safety	2
CJ 184 Industrial Security I	3
CJ 185 Industrial Security II	3
CJ 210 Introduction to Criminal Investigation	3
GB 260 Human Relations in Management	3
Total Specialized, 22; Electives, 5; Core, 35;	
Total Degree Requirements, 62	

Suggested electives - Choose from any of the following areas: Criminal Justice (CJ), Substance Abuse (SA), Computer Information Systems (CIS), Computer Science (CPS), Emergency Medical Technician (EMT), Mathematics (MTH), Chemistry (CHM), Fire Science Technology (FST).

• NOTE FOR EMT:

Before being admitted to the Delta College Basic EMT sequence, the student must provide evidence of completion of a recent physical exam. This exam confirms the student to be free of communicable diseases, and capable of performing duties necessary for safe patient care. The minimum requirement to be licensed as a Michigan EMT is successful completion of the Delta College courses EMT 101, 102, and 108 with "C" minimum grades and the passing of the State of Michigan Basic EMT exam. Other students who are enrolled in the Fire Science program and hold a current EMT license may receive credit by presenting a copy to the Technical Department Chairperson.

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).

STUDENTS WHO ARE ENROLLED IN THE FIRE SCIENCE PROGRAM AND HOLD A CURRENT EMT LICENSE MAY RECEIVE CREDIT FOR THE BASIC EMT COURSES.

GRAPHIC ARTS TECHNOLOGY

PRE-PRESS TECHNICIAN/Certificate

Lithography or offset printing is the dominate method of printing. Lithographers photograph or scan the material to be printed and make a printing plate from the film which, when linked, is pressed against a rubber-covered roller to transfer the ink onto the paper. Lithographers are responsible for a variety of printing activities ranging from photographing copy and pictures to making the final printing plates. In a small shop a single worker may handle every step in the printing process. Otherwise, lithographic workers tend to specialize in jobs such as camera operator, artist, stripper or platemaker.

Camera operators start the process of making the plates by photographing and developing negatives of the material to be printed.

Artists retouch the negatives to sharpen or reshape images. They use chemicals, dyes and special tools and must know the characteristics of all types of paper.

Strippers cut the film and arrange and paste the negatives onto layout sheets which are used to make the plates.

Platemakers cover the surface of a flat piece of metal with a coating of photosensitive chemical or use pre-coated plates. They put the layout sheets on top of the plate and expose both to the light. This produces the printing plate.

Course Title.....Sem. Hrs.

Semester One

DRF 101 Drafting for Graphic Arts	1
*MTH 100 Pre-Algebra	2
PRT 100 Introduction to Graphic Arts	4
PRT 110 Pre-Production Graphic/Film Assembly I	5
	<u>12</u>

Semester Two

PRT 112 Pre-Production Graphic/Film Assembly II	6
Electives Approved Electives	6
	<u>12</u>

Semester Three

PRT 120 Pre-Production Graphic/Film Assembly III	6
TOTAL PROGRAM REQUIREMENTS	30

*MTH 100 may be waived with a score of 40 or above on the numerical skills part of the assessment or a high level mathematics may be substituted. Also DRF 101 and PRT 100 may be waived based on prior training or experience. Talk with a counselor for details.
PRT 110, 112 and 120 are offered at Dow High School in Midland.

Approved Electives

- ART 111 Drawing I
- ART 115 Basic Design 2-D
- ART 221 Commercial Art
- ART 281 Silkscreen Printing
- OSE 195 Desktop Publishing - Pagemaker
- PHO 101 Photography I
- PHO 102 Photography II
- CAD --- To be developed

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).



INDUSTRIAL SUPERVISION

INDUSTRIAL SUPERVISION

ASSOCIATE DEGREE

Supervisors are basically responsible for the output of other workers and for maintaining work schedules, production, safety, and employee records pertaining to their industrial plant department. Employers generally will choose people for supervisory positions who have experience in their industry, job related skills, and leadership qualities. Therefore, most supervisors rise through the ranks and completion of this program alone will not ensure employment as a supervisor in an industrial plant. The main emphasis of this program is to provide the currently employed supervisor or aspiring supervisor with knowledge of supervisory responsibilities pertaining to management skills.

Many courses have prerequisites: see current course description booklet.

Course Title	Sem. Hrs.
ENG 111 College Composition	3
ENG 113 Technical Writing	3
IS 110 Industrial Supervision	3
IS 118 Industrial Safety	2
IS 120 Supervisor-Employee Relations	3
MFG 111 Manufacturing Processes	3
MFG 240 Quality & Productivity Management	3
MFG 241 Six Tools of SPC	1
PE --- Physical Education Activity	1
PE --- Physical Education Activity	1
POL 103 Introduction to American Government	3
SPH 112/114 Oral Communications	3
Technical Electives	12
Computer Electives	3
Supervisor Skills Electives	6
Open Electives *	12
Total Required for Degree 62	

Suggested Technical Electives: Suggest course codes MFG, ROB, IS, MT, MS, DRF, CAD or CNC.

Suggested Computer Electives

CIS 133 Introduction to Computer Information Systems	4
CIS 134 Lotus 1-2-3	3
CPS 125 Computer Literacy	3
CIS 265 Introduction to Computer Programming	3
CIS/CPS Advanced Course	

Approved Supervisor Skills Electives

GB 153 Introduction to Business	3
ECN 221 Principles of Economics I	4
SOC 211 Principles of Sociology	3
PSY 101 Applied Psychology	3
GB 231 Industrial Relations	3

*Up to ten (10) credits may be granted for work experience as an Industrial Supervisor. Refer to Testing/Assessment Office.

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).



INFORMATION PROCESSING

INFORMATION PROCESSING/Certificate

Information processors operate microcomputers or terminals to enter, store, and reproduce business documents and to help facilitate the flow of related office work. Information may be submitted as typed copy, handwritten copy, dictaphone recording, or on disk. They will with word processing, spreadsheets, data bases, and graphics to assist in completion of the final document. Information processors are employed by many industries and businesses. Manufacturing companies employ information processors in a variety of settings. They might be employed in courts, probation departments, police departments, colleges, law offices, insurance companies, hospitals, utility companies, bank, air lines, etc.

Course Title	Sem. Hrs.
Semester One	
OSE 145 Integrated Office Systems	4
OSE 151 Business Communications I	3
OSE 157 Filing	2
OSE 172 Keyboarding III: Intermediate	3
OSE 175 Machine Calculation	1
--- Elective	1
	<u>14</u>

Semester Two

CIS 132 Spreadsheet Fundamentals	2
OSE 155 Editing	2
OSE 181 Microsoft Word OR	
OSE 184 Displaywrite OR	
* OSE 273 Keyboarding IV: Advanced	3
PSY 101 Applied Psychology OR	
SPH 114 Interpersonal Communications	3
	<u>13</u>

Semester Three

CIS 160 dBase	3
* OSE 274 Machine Transcription	2
	<u>5</u>

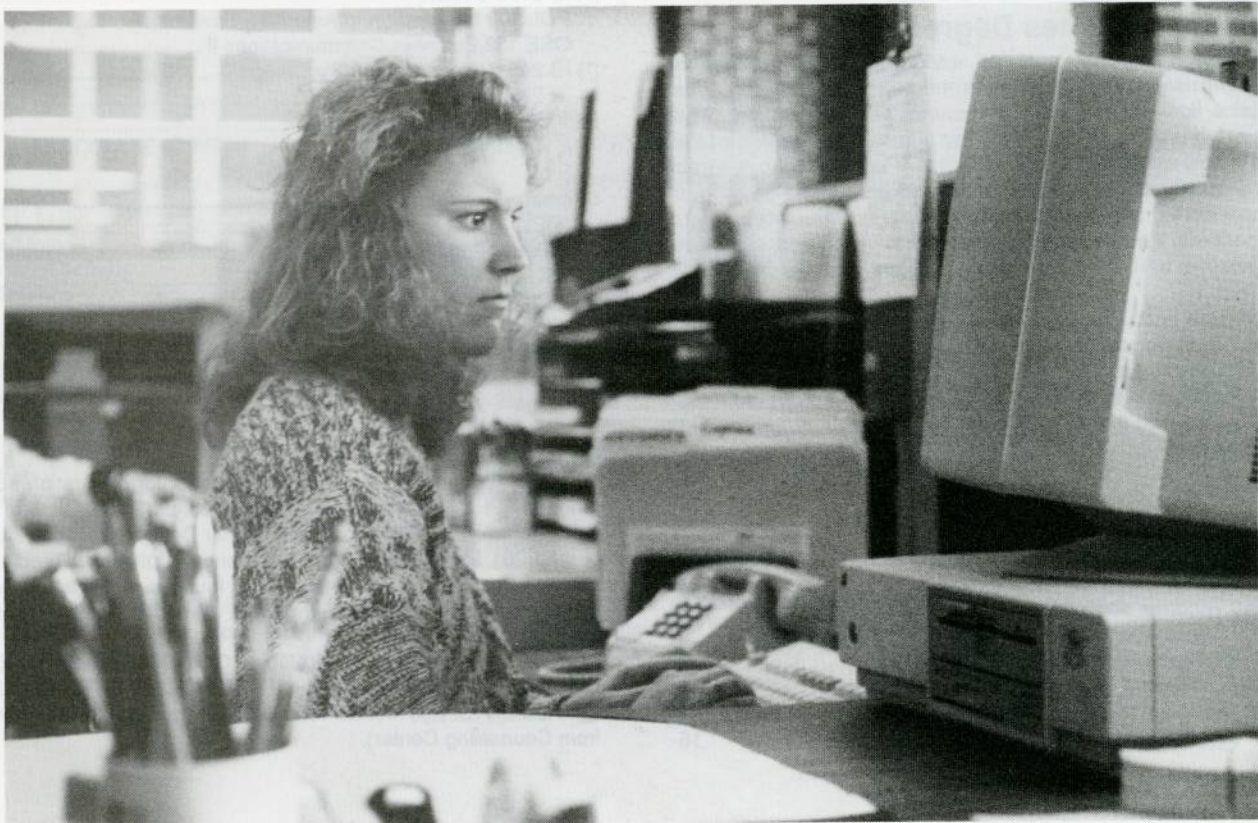
TOTAL SEMESTER/CREDIT HOURS 32

NOTATIONS:

1. Credit by exam available for OSE 184 Displaywrite; OSE 151 Business Communications I; OSE 157 Filing; OSE 175 Machine Calculations; OSE 274 Machine Transcription; and OSE 155 Editing. (There is a testing fee.)
2. Students with equivalent skills may waive OSE 172; however, a minimum of 32 semester hours is required for a certificate.
3. Typewritten assignments required for OSE 151, Business Communications I.
4. Typewriting speeds are based on 5-minute timings with 5 errors maximum.
5. Courses with an asterisk require a minimum grade of "C". Any exception to the above curriculum must be approved by the Division Chairperson.
6. OSE 101 -- WordPerfect Basics is a prerequisite for OSE-172, OSE 273, and OSE 274 unless you have completed OSE 171.

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).

You should discuss with a counselor the best order in which to schedule these courses.





INTERIOR DESIGN

INTERIOR DESIGN/Associate in Business Studies Degree

Interior designers help make our living, working and playing areas more attractive and useful. They may help clients select furniture, draperies, other fabrics, floor coverings, and accessories as well as estimate what services or furnishings will cost. The main purpose of designers in retail stores is to help sell the store's merchandise. People starting in interior designing usually serve a training period, either with design firms, in department stores, or in furniture stores. They may act as receptionists, as shoppers with the task of matching materials or finding accessories, or as stockroom assistants, assistant decorators, or junior designers.

Semester One	Sem. Hrs.
* ARC 105 Architectural Drafting I	4
* GB 110 Business Computations	3
GB 153 Introduction to Business	3
* ID 100 Introduction to Interior Design	3
* FM 155 Textiles	3
	16

Semester Two	Sem. Hrs.
GB 145 Sales	3
(**) ID 160 Windows and Walls	3
(**) ID 200 Space Analysis & Presentation	3
OSE 151 Business Communications I	3
FM 245 Advanced Textiles	3
PE --- Elective Activity	1
	16

Semester Three	Sem. Hrs.
(*) ID 210 Furniture	3
POL 103 Introduction to American Government	3
OSE 152 Business Communications II	3
(*) ID 240 Commercial Interior Design	2
--- Elective	3
PE --- Elective Activity	1
	15

Semester Four	Sem. Hrs.
* CED 122 Cooperative Education	3
GB 247 Principles of Retailing	3
(**) ID 230 Applied Interior Design	3
PSY 101 Applied Psychology OR	
PSY 211 General Psychology	3/4
--- Elective	2/3
	15

TOTAL CREDITS 62

NOTATIONS:

* These courses require a "C" (2.0) or better for graduation from this program. 1 (*) Offered Fall semester only. 2 (**) Offered Winter semester only. ID 250 Seminar in Interior Design (Optional, 2 credits) and ID 251 Merchandise Mart Experience (Optional, 1 credit). This program is not intended to transfer to a four-year college or university. It is designed for students who want immediate employment after graduation from Delta.

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).

LEGAL ASSISTANT

LEGAL ASSISTANT/Certificate

Not all legal work requires a law degree. In recent years, lawyers have increasingly used legal assistants, also called "Paralegals" or "legal technicians", to provide legal services to more persons at less cost. Legal assistants work directly under the supervision of a lawyer. While the lawyer assumes responsibility for the legal assistant's work, a legal assistant is often allowed to perform all the functions of a lawyer other than accepting clients, setting fees, giving legal advice, or presenting a case in court. Legal assistants generally do background work for the lawyer. To help a lawyer prepare litigation for trial, a legal assistant investigates the facts of the case to make sure that all relevant information is uncovered.

The legal assistant may conduct research to identify the appropriate laws, judicial decisions, legal articles, and other material that will be used to determine whether or not the client has a good case. After analyzing all the information, the legal assistant may prepare a written report that is used by the attorney to decide how the case should be handled. If the attorney decides to file a lawsuit on behalf of the client, the legal assistant may prepare legal arguments, draft pleadings to be filed with the court, obtain affidavits, and assist the attorney during the trial. The legal assistant also may keep files of all documents and correspondence important to the case. A growing number of legal assistants are using computers in their work. Computer software packages are increasingly used to search legal literature stored in the computer and identify legal texts relevant to a specific subject.

FIRST YEAR

Fall	Credit Hours
LAS 110 Legal Assistant Orientation	1
LAS 115 Principles of Substantive Law	3
Winter (1st Session, 11 weeks)	Credit Hours
LAS 120 Legal Research & Writing I	3
LAS 125 Civil Litigation I	2
Winter (2nd Session, 11 weeks)	Credit Hours
LAS 130 Legal Research & Writing II	3
LAS 135 Civil Litigation II	2
Spring-Summer	Credit Hours
LAS 140 Survey of Computers in the Law Office	2
* Several LAS ELECTIVES -- Must take four courses (8 credits)	
(Must maintain C or better in all LAS courses)	

SECOND YEAR

Fall	Credit Hours
LAS 210 Estate & Trust	2
* LAS 215 Financial Recordkeeping in the Law Office	2
* LAS 250 Corporate Law	2
* LAS 253 Bankruptcy Law	2
Winter (1st Session, 11 weeks)	Credit Hours
LAS 225 Real Property	2
* LAS 230 Administrative Law	2
* LAS 235 Survey of Criminal Law	3
Winter (2nd Session, 11 weeks)	Credit Hours
LAS 240 Domestic Relations	2
* LAS 245 Personal Injury/Medical Terminology	3
* LAS 220 Environmental Law	2
Spring-Summer	Credit Hours
* LAS 255 Law Office Management	2

CREDIT HOURS-REQUIRED	22
CREDIT HOURS-ELECTIVES	8
TOTAL CREDIT HOURS	30

ASSOCIATE IN ARTS

ASSOCIATE IN BUSINESS STUDIES

ASSOCIATE IN BUSINESS STUDIES

ENG 111, 112	6
Science/Math	8
(One must be lab)	
Social Science	8
POL 103 or 111	3/4
PSY 101 or 211	3/4
Elective	0/2
Humanities	8
SPH 112	
SPH 114 or PHL 203	3
Electives	2/3
PE Activity	2
	<u>32</u>

Legal Assistant

OSE 151, 152	6
OSE 172	3
POL 103	3
PSY 101	3
SPH 114	3
GB 252	3
OSE 145	4
Electives	5
PE Activity	2
	<u>32</u>

Legal Assistant Management

OSE 151, 152	6
GB 153	3
GB 245	3
POL 103	3
CIS 133	4
GB 252	3
GB 256	3
Electives	5
PE Activity	2
	<u>32</u>

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).

MACHINE TOOL OPERATIONS

MACHINE TOOL OPERATIONS/Certificate

Machine tool operators use machine tools such as lathes, drill presses, milling machines, grinding machines and punch presses to shape metal to precise dimensions. Although some operators can work with a wide variety of machine tools, most specialize in one or two types. Specific duties may include: studying blue prints, sketches; assembling parts to make lathes, milling machines, shapers, grinders or other machines; verifying dimensions, alignment, and conformity of workpieces; testing machines; manufacturing repair parts from blank castings or bar stock and using machine and hand tools to set up, repair, and adjust metal working machines.

Semester One	Sem. Hrs.
DRF 120 Beginning Industrial Blueprint Reading	2
DRF 124 Blueprint Reading for Machine Tool Operators	2
MS 101 Machine Shop I	4
MS 102 Machine Shop II	4
MS 103 Machine Shop III	4
MTH 111 Applied Algebra	4
	<u>20</u>
Semester Two	Sem. Hrs.
CAD 110 CAD/CAM System Orientation	2
MS 104 Machine Shop IV	4
MS 105 Machine Shop V	4
MS 106 Machine Shop VI	4
MS 112 Ferrous Heat Treat	2
MS 120 Machinist's Handbook	2
MTH 103 Applied Geometry and Trigonometry	4
	<u>22</u>
Semester Three	Sem. Hrs.
ENG 111 College Composition I	3
MS 107 Machine Shop VII	4
MS 108 Machine Shop VIII	4
MS 109 Machine Shop IX	4
CNC 160 Computer Numerical Control Programming I	3
IS 110 Industrial Supervision	3
	<u>21</u>
TOTAL CREDITS FOR CERTIFICATE 63	

You should discuss with a counselor the best order in which to schedule these courses.

NOTATIONS:

A waiting list is maintained for this program by the faculty. You may put your name on the list by indicating on your Delta application that you want Machine Tool Operations, Code A1 or B9 or by filling out an application in the Counseling Center office. For more information and program details, see a counseling staff member.

MS courses 101 through 109 require permission of the instructor to enroll. All other program courses can be taken if you have the proper prerequisite(s). MS 101 through 109 are not necessarily taken in the order listed as the faculty will assign you to your next class based on your progress and machine availability. Usually three five-week machine shop classes are taken per semester.

Your progress in this program is monitored by a special Academic Standards Review Committee. You must earn at least a "C" grade (2.0) in each course in this curriculum. This special requirement is to prepare you for the high standards that will be expected of you in industry. If you are not successful in maintaining the standards, you will be required to meet with the Review Committee to determine your program status.

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).

MACHINE TOOL OPERATIONS/INDUSTRIAL SUPERVISION

MACHINE TOOL OPERATIONS—INDUSTRIAL SUPERVISION/Associate in Applied Science Degree

In addition to the skills gained from courses completed in the Machine Tool Operations Certificate program, students completing this Associate degree program will be provided knowledge of supervisory responsibility pertaining to job safety, management skills, production and worker operations. Dependent upon industrial needs and employment outlook, Delta College may in the near future also develop additional Machine Tool Operations Associate degrees.

Students must complete all courses listed in the Delta College Machine Tool Operations Certificate program (62 credits) plus the following group of courses in order to receive the Associate degree.

Machine Tool Operations Certificate Program

Semester One

DRF 120 Beginning Industrial Blueprint Reading	2
DRF 124 Blueprint Reading for Machine Tool Operators	2
MS 101 Machine Shop I	4
MS 102 Machine Shop II	4
MS 103 Machine Shop III	4
MTH 111 Applied Algebra	4
	<u>20</u>

Semester Two

CAD 110 CAD/CAM System Orientation	2
MS 104 Machine Shop IV	4
MS 105 Machine Shop V	4
MS 106 Machine Shop VI	4
MS 112 Ferrous Heat Treat	2
MS 120 Machinist's Handbook	2
MTH 103 Applied Geometry and Trigonometry	4
	<u>22</u>

Semester Three

ENG 111 College Composition I	3
MS 107 Machine Shop VII	4
MS 108 Machine Shop VIII	4
MS 109 Machine Shop IX	4
CNC 160 Computer Numerical Control Programming I	3
IS 110 Industrial Supervision	3
	<u>21</u>

TOTAL CREDITS FOR CERTIFICATE 63

Course Title.....	Sem. Hrs.
ENG 112 College Composition II OR	
ENG 113 Technical Writing	3
IS 120 Supervisor/Employee Relations	3
IS 118 Industrial Safety	2
IS 240 Production Planning & Control	4
MFG 111 Manufacturing Processes	3
PE --- Elective Activity	1
PE --- Elective Activity	1
POL 103 Introduction to American Government	3
SPH 112 Fundamentals of Oral Communications	3
	<u>23</u>

TOTAL CREDITS FOR ASSOCIATE DEGREE 86

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).



MANAGEMENT

MANAGEMENT/Associate in Business Studies Degree

RETAIL MANAGEMENT

OFFICE SERVICES MANAGEMENT

GENERAL MANAGEMENT

SMALL BUSINESS MANAGEMENT

MARKETING MANAGEMENT

Delta College offers the following five specialized management degree options.

GENERAL MANAGEMENT: This program is designed to provide a basic foundation in the major functional areas of business management and allows students to structure an individual program that will meet their own needs.

MARKETING MANAGEMENT: This program is designed to prepare individuals for careers in the field of sales. Graduates will have studied the basics of: advertising from the marketing usage point of view; consumer behavior relating to buying; merchandising policies, budgets and planning; sales management; retail organizational structure; product promotion and distribution.

OFFICE MANAGEMENT: This program is designed to provide office operations management skills such as: developing and managing systems for office procedures; report and data compilation; filing and record keeping; information gathering techniques; personnel administration.

RETAIL MID-MANAGEMENT: This program is designed to provide skills related to the distribution of merchandise and services within a retail store through buying procedures, inventory control and pricing; marketing processes and functions; advertising strategies.

SMALL BUSINESS MANAGEMENT: This program is designed specifically for individuals who plan to own and manage their own business and those who currently own a business and want to become more proficient with their skills.

Management students must complete all "Basic Core Program" courses plus courses listed in one of the five specialized management options.

Many courses have prerequisites: see current course description booklet.

Course Title	Sem.	Hrs.
CIS 133 Introduction to Computer Information Systems	4	
ECN 221 Principles of Economics I	4	
*GB 110 Business Mathematics	3	
GB 153 Introduction to Business	3	
*GB 245 Principles of Management	3	
GB 251 Business Law I	3	
*OSE 151 Business Communications I	3	
*OSE 152 Business Communications II	3	
PE --- Physical Education Activity	1	
PE --- Physical Education Activity	1	
POL 103 Introduction to American Government	3	
	31	

Students must complete all these required Core Courses plus all courses listed in one of the five curricula given below.

RETAIL MANAGEMENT

Course Title	Sem.	Hrs.
ACC 111 Introductory Accounting OR		
ACC 211 Principles of Accounting I	4	
CED 127 Coop: Retail/Computers	3	
*GB 247 Principles of Retailing	3	
FM 151 Display	3	
GB 143 Principles of Advertising	3	
GB 145 Principles of Sales	3	
GB 243 Principles of Marketing	3	
GB 248 Principles of Buying for Resale	3	
*GB 256 Personnel Management I	3	
	Total Specialized	22
	Electives	9
	Core	31
	Total Degree Requirements	62

OFFICE MANAGEMENT

Course Title	Sem.	Hrs.
ACC 111 Introductory Accounting OR		
ACC 211 Principles of Accounting	4	
CIS 132 Spreadsheet Fundamentals	2	
CIS 260 dBase	3	
*GB 256 Personnel Management I	3	
#OSE 145 Integrated Office Systems	4	
OSE 155 Editing	2	
OSE 158 Records Management	3	
OSE 245 Advanced Software Applications	2	
OSE 268 General Office Practices	3	
	Total Specialized	26
	Electives	5
	Core	31
	Total Degree Requirements	62

Should be substituted for CIS 133 in the core -- for Office Management only.

SMALL BUSINESS MANAGEMENT

Course Title	Sem.	Hrs.
ACC 111 Introductory Accounting OR		
ACC 211 Principles of Accounting I	4	
CIS 120 Small Computer Systems	3	
*GB 131 Small Business Management I	3	
*GB 132 Small Business Management II	3	
*GB 145 Principles of Sales	3	
*GB 243 Principles of Marketing Strategies	3	
GB 252 Business Law II	3	
	Total Specialized	22
	Electives	9
	Core	31
	Total Degree Requirements	62

MARKETING MANAGEMENT

Course Title	Sem.	Hrs.
ACC 111 Introductory Accounting OR		
ACC 211 Principles of Accounting I	4	
GB 143 Principles of Advertising	3	
GB 145 Principles of Sales	3	
GB 158 Public Relations OR		
SOC 211 Principles of Sociology	3	
*GB 243 Principles of Marketing	3	
*GB 253 Applied Marketing Strategies	3	
GB 270 Computer Aided Decisions	2	
GB 247 Principles of Retailing OR		
*GB 248 Principles of Buying for Resale OR		
GB 265 International Business	3	
	Total Specialized	27
	Electives	4
	Core	31
	Total Degree Requirements	62

GENERAL MANAGEMENT

Course Title	Sem.	Hrs.
ACC 211 Principles of Accounting I	4	
ACC 212 Principles of Accounting II	4	
*GB 256 Personnel Management I	3	
GB 265 International Business	3	
GB 270 Computer Aided Decisions	2	
	Total Specialized	16
	Electives	15
	Core	31
	Total Degree Requirements	62

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).

MECHANICAL DESIGN TECH

MECHANICAL DESIGN TECHNOLOGY/Associate in Applied Science Degree

A mechanical design technician assists engineers in design and development work. This program is designed to equip you with one of the most sought-after technical skills in this area—mechanical drafting and CAD. In addition to placing lines on the drawing board, or on the computer screen, however, the designer requires a broad technical knowledge to be able to select a solution to a problem from many alternatives. The largest employers are the electrical equipment, chemicals, machinery, manufacturing, and aerospace industries. In the non-manufacturing area the major employers are communications, engineering and architectural firms.

Semester One

CAD 110 CAD/CAM System Orientation	2
*DRF 104 Basics of Industrial Drafting OR	
*DRF 105 Beginning Industrial Drafting	3/4
MS 114 Machine Tools	3
MFG 111 Manufacturing Processes	3
MTH 111 Applied Algebra	4
	<u>15/16</u>

Semester Two

DRF 107 Computer-Aided Industrial Drafting	3
ENG 111 College Composition I	3
MTH 103 Applied Geometry & Trigonometry	4
PHY 101 Applied Physics OR	
PHY 111 General Physics I	4
POL 103 Introduction to American Government	3
	<u>17</u>

Semester Three

DRF 256 Descriptive Geometry	3
ENG 113 Technical Writing	3
MT 205 Kinematics of Mechanisms	3
MT 250 Statics and Strength of Materials	3
PE --- Elective - Activity	1
SPH 112 Fundamentals of Oral Communications	3
	<u>16</u>

Semester Four

DRF 257 Advanced Industrial Drafting	6
EET 235 Electrical Circuits	4
MT 220 Introduction to Fluid Power	3
MT 221 Materials and Metallurgy	3
PE --- Elective - Activity	1
	<u>17</u>

TOTAL CREDITS FOR ASSOCIATE DEGREE 65/66

* Credit toward the Associates Degree may be earned in Drafting DRF 104 or DRF 105, not both.

NOTATION:

This program is designed to prepare you for a technical level career upon graduation from Delta College and is not transferable into a Mechanical Engineering baccalaureate degree. If you want to become a mechanical engineer you are advised to consult with a counselor about transfer. NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).

You should discuss with a counselor the best order in which to schedule these courses.



MECHANICAL DRAFTING

MECHANICAL DRAFTING

Mechanical Drafters make detailed manual or computer drawings of products and machinery from sketches and specifications conceived by engineers and designers. The finished drawings are used as working plans for engineering and manufacturing purposes. Depending on experience and level of responsibility, duties may vary from preparing basic drawings to modifying the finished design using computer aided design equipment.

In order to enter this area of work, you should be able to: work within precise limits or standards of accuracy, concentrate for long periods of time, visualize 3-dimensional objects from drawings or pictures, see detail in objects or drawings, and recognize slight differences in shapes and shadings.

Many courses have prerequisites: see current course description booklet.

CERTIFICATE PROGRAM

Semester One	Sem. Hrs.
CAD 110 CAD/CAM System Orientation	2
DRF 104 Basics of Industrial Drafting OR	
DRF 105 Beginning Industrial Drafting	4, 3
MS 114 Machine Tools	3
	8-9

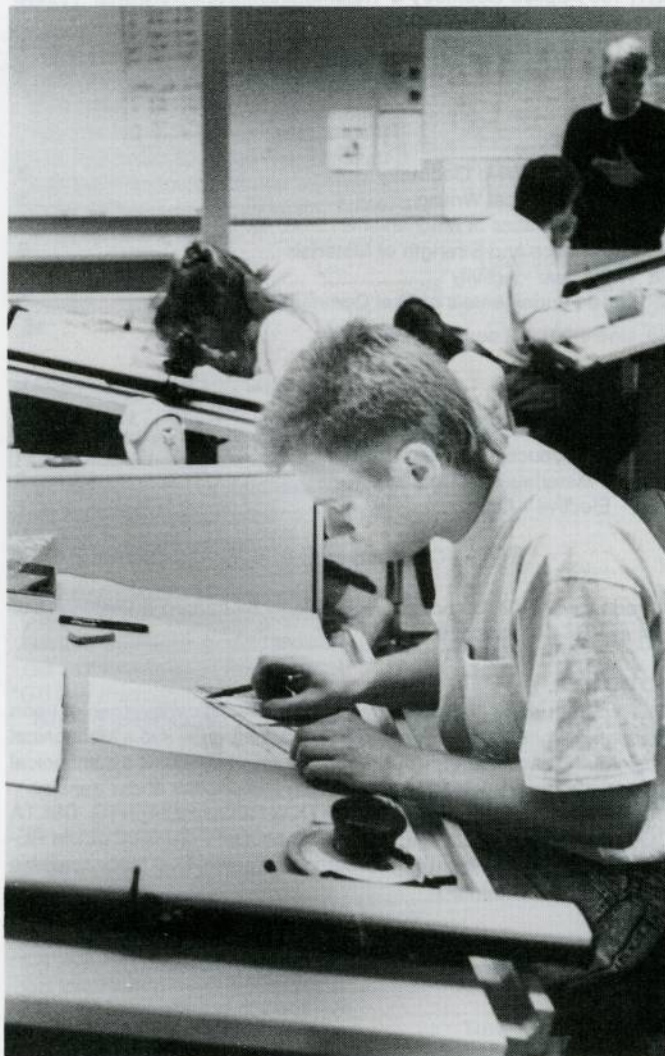
Semester Two

DRF 107 Computer-Aided Industrial Drafting	3
MT 110 Machine Tool Calculations	5
MFG 111 Manufacturing Processes	3
	11

Semester Three

DRF 257 Advanced Industrial Drafting	6
DRF 256 Descriptive Geometry	3
DRF 128 Geometric Tolerancing	2
	11
	30-31

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).



NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).

MECHANICAL ENGINEERING TECH

MECHANICAL ENGINEERING TECHNOLOGY/Associate

in Applied Science Degree

The objective of this program is to produce graduates having a sufficiently broad base in the fundamentals of mechanical technology, drafting, CAD, manufacturing and design to be successful as mechanical engineering technicians in a metallurgical or product test laboratory, as a field technician, as an engineering aide in manufacturing or product engineer, in quality control, or in sales and service. Today, industry places responsibilities on this two-year graduate which were unique to four-year graduate engineers only a few years ago. Responsibilities as a lab technician may include not only setting up a test apparatus and running tests on an experimental product, but also writing the report and making recommendations. This program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology. Recognition by TAC/ABET assures students they will have met or surpassed minimum national criteria in job skills and professional attitude, and expands their marketability as engineering technicians.



General Education Courses	Sem. Hrs.
CHM 101 General Chemistry I	5
ENG 111 College Composition I	3
ENG 113 Technical Writing	3
MTH 113 Applied Trigonometry I	4
MTH 151 Pre Calculus	4
MTH 161 Calculus I	4
CPS 140 BASIC Programming for Math OR	
CPS 165 FORTRAN Programming	2,3
PE Elective Activity	1
PE Elective Activity	1
PHY 111 General Physics I OR	
PHY 101 Applied Physics	4
POL 103 Introduction to American Government	3
SPH 112 Fundamentals of Oral Communication	3
	33-34

Technical Courses	Sem. Hrs.
CAD 110 CAD/CAM System Orientation	2
* DRF 104 Basics of Industrial Drafting OR	
* DRF 105 Beginning Industrial Drafting	4, 3
DRF 107 Computer Aided Industrial Drafting	3
EET 235 Electrical Circuits	4
EET 215 Electronic Control & Automation	4
MS 114 Machine Tools	3
MFG 111 Manufacturing Processes	3
MT 205 Kinematics of Mechanisms	3
MT 220 Introduction to Fluid Power	3
MT 221 Materials and Metallurgy	3
**MT 251 Mechanics	4
MT 252 Strength of Materials	3
MT 256 Machine Design	3
	37-38

TOTAL CREDITS FOR THE ASSOCIATE DEGREE 68-70

NOTATION:

This program is designed to prepare you for a technical level career upon graduation from Delta College and is not transferable into a Mechanical Engineer baccalaureate degree. However, this program is transferable into baccalaureate technology degree programs. Students wanting to become mechanical engineers are advised to consult with a counselor about transfer college requirements and follow the Delta College pre-engineering program.

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).

MEDICAL ASSISTANT

MEDICAL ASSISTANT/Associate in Applied Science Degree

Medical Assistants help physicians examine and treat patients and take care of the clerical work necessary for a smoothly run office. In helping physicians examine patients, medical assistants may check weight, height, temperature, blood pressure, and make simple laboratory tests. In helping with treatment, they instruct patients about medication and self-treatment at home, give injections, apply bandages, and take electrocardiograms. Clerical duties are varied but likely to include: processing insurance forms, typing, patient billing and payment records management, scheduling appointments and handling correspondence.

The American Association of Medical Assistant (AAMA) sponsors a certification program and its certifying board awards certificates to medical assistants who pass a comprehensive written examination and have two years of experience in the field. Certification is not a license and is not required for AAMA membership; however, physicians usually consider Certified Medical Assistants to be highly qualified assistants.

I. Prior to enrolling in MA 210, "Assisting the Physician," you must complete the following courses with a minimum "C" (2.0) grade:

Course Title	Sem. Hrs.
AH 100 Introduction to Anatomy & Physiology	4
HSC 105 Medical Terminology	2
BIO 102 Microbiology and Infection Control	2
MTH 117 Mathematics for Allied Health	2
OSE 116 (Winter) Introduction to the Medical Office	2
	<u>12</u>

II. Complete the "Validation Application for Health Clinical Programs" form and submit the completed form to the Records and Registration Office after completion of all prerequisites. See page 62 for the complete application, validation and registration process.

III. Enroll in your first medical assisting sequential course and get a "C" (2.0) or better:

++MA 210 (Fall) Assisting the Physician I	4
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IV. Prior to enrolling in MA 230, "Medical Assistant Internship," you must complete:

SPH 114 Interpersonal Communications	3
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In addition, prior to enrolling in MA 230, you must complete the following courses with a minimum "C" (2.0) grade:

MA 220 (Winter) Assisting the Physician II	4
HSC 140 Basic Medical Emergencies	2
HSC 205 (Winter) Legal Aspects of Health Care	2
MA 105 (Winter) Computer Use in the Medical Office	3
OSE 151 Business Communications I	3
OSE 152 Business Communications II	3
OSE 157 Filing	2
OSE 172 Keyboarding III: Intermediate	3
OSE 254 (Fall) Medical Insurances I	3
OSE 255 (Winter) Medical Insurances II	2
OSE 266 (Winter) Medical Office Practices	3
OSE 276 Medical Machine Transcription	2
	<u>34</u>

NOTATIONS:

+Prior to MA 210, you must have a negative hepatitis B carrier test and submit a release of information to verify you are free from communicable diseases.

++Before beginning MA 230 you must have the Delta College Health Appraisal completed, including a negative TB test. You must also possess current Professional (2-person) CPR certification.

V. Enroll in and complete with minimum "C" (2.0) grade:

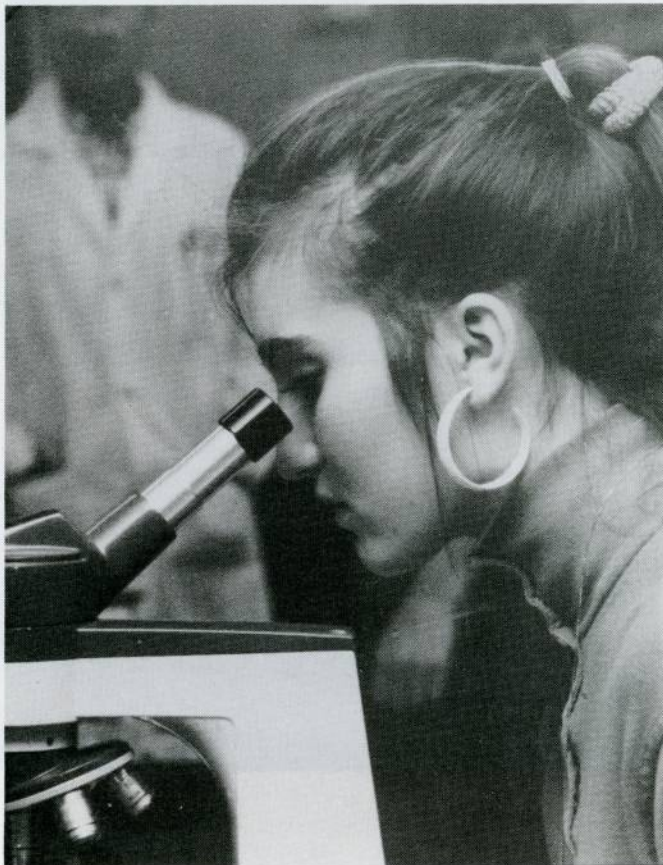
++MA 230 (Spring) Medical Assistant Internship	4
--	---

VI. Courses remaining to complete your associate degree:

PE --- Elective Activity	1
PE --- Elective Activity	1
POL 103 Introduction to American Government	3
	<u>5</u>
TOTAL	62

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).

You should discuss with a counselor the best order in which to schedule these courses.



NANNY

CERTIFICATE/ASSOCIATE IN APPLIED SCIENCE DEGREE

The Delta College Nanny Program is designed to meet the demand for quality in-home child care. All students must take Nanny courses in two (2) blocks; it is advised that the elective course be taken with the second semester Nanny block.

FIRST SEMESTER

* NA 114 Child Development Survey I	3
* NA 118 Physical Care of Infant & Child	3
NA 112 Creative Activities with Children	3
NA 113 Building Effective Relationships	3
* NA 160 Practicum as a Nanny I	2

Second Semester

* NA 115 Child Development Survey II	3
NA 116 Study of Family Dynamics	3
NA 119 Nutrition for Young Child	3
NA 120 Professional Development for Nanny	3
NA 161 Practicum as a Nanny II	1

Electives - At least 3 hours of elective to be selected from those listed or from other courses related to childcare with approval of program office.
3/4 Credits.

ART 113 Art Education; ENG 251 Children's Literature; PSY 211 General Psychology; PEH 266 Teaching of Elementary Physical Ed.; MUS 100 Elements of Music; CPS 125 Computer Literacy; ENG Elective (Based on ASSET recommendation)

*Student must earn an overall average of "C" (2.0) and a grade of "C" (2.0) or better in these classes in order to receive a degree or certificate. A Nanny Free-Information Night is usually held once each semester. It is highly advisable to attend one session.

A. A student will be required to submit a health appraisal signed by a licensed physician declaring, to the best of the physician's knowledge, that the student is physically capable of performing the duties that are required for the safe care of children. Also, each student must submit evidence of freedom from communicable tuberculosis.

B. Students may be required to sign a document asking whether they have ever been convicted of an offense other than a minor traffic violation and whether they have ever been involved in abuse or neglect of children.

C. Students interested in the Nanny Certificate Program must successfully complete an interview set up by the Nanny Program Office.

D. Some courses have prerequisites: see current course description booklet.

OB 110 Business Computations	3
OSE 145 Integrated Office Systems	4
OSE 161 Business Communications	3
OSE 167 Ring	3
OSE 171 Keyboarding I: Forming	3
OSE 172 Keyboarding II: Intermediate	3
OSE 173 Machine Calculation	3
OSE 185 Editing	3
OSE 272 Keyboarding III: Advanced	3
OSE 274 Machine Transcription	3
OSE 161 Microsoft Word OB	3
OSE 164 Displays	3

Effective Fall 1988 Semester, all entering students (those with no prior Delta credits) must complete 6 credit hours of "Writing Across the Curriculum" courses to fulfill graduation requirements. Students with previously earned degrees from an accredited college are exempted from this policy.

The Associate in Applied Science degree integrates and broadens upon the Nanny certificate curriculum by requiring general education requirements necessary for an Associate in Applied Science degree. All students must take Nanny courses in two (2) blocks; it is advised that the general education requirements be taken after the Nanny blocks have been successfully completed.

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).

General Education Requirements

ENG 111 College Composition I	3
ENG 112 College Composition II	3

Social Science (8 credits)

- To include Political Science: POL 103 or POL 111 - if pursuing an Associate Degree at Delta
- Recommended to include: SOC 221 - Marriage and the Family
- Economics: ECN ---; Geography: GEO ---; History: HIS ---; Political Science: POL ---; Psychology: PSY ---; Sociology: SOC ---

HUMANITIES (8 credits)

- Courses in at least two different subject areas.
- Recommended to include: SPH 114 - Interpersonal Communications and ED 107 - Books for Pre-School Children
- Art: ART 151, 152, 251, 255; English: ENG 2-- (200 level literature courses only); Foreign Languages - French: FR ---; German: GE---; Russian: RUS---; Spanish: SPA ---; IHU 101, 102; Music: MUS 100, 111, 112, 115; Philosophy: PHL ---; Photography: PHO ---; Speech: SPH ---; Survey of Western Civilization: HIS 111, 112

SCIENCE (8 credits - choose 1 or more)

- Courses in at least two subject areas
- One must be a laboratory class
- To include: Principles of Biology, BIO 111 (4 credits)
- Chemistry CHM ---; Geology GLG; Physical Geography GEO 111; Physical Science PSC ---; Mathematics MTH 110 and above; Computer Science CPS ---; Sociology SOC 230

PHYSICAL EDUCATION (2 credits)

- Two courses - activity elective required for Associate degree at Delta).

Total General Education Credits =	32
Total Nanny Credits =	30
Total Credits =	62

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).

NURSING (ADN)

NURSING/Associate in Applied Science Degree

The R.N. curriculum prepares you to function effectively as a member of the health care team. As a graduate nurse you will be qualified for employment in structured settings; for example, acute care hospitals, extended care facilities, nursing homes, clinics. Upon successfully completing this program you are eligible to take the Registered Nurse licensure exam. This Delta College program is accredited by the National League for Nursing and approved by the Michigan Board of Nursing.

General Education Courses	Sem. Hrs.
BIO 131 & 132 Anatomy and Physiology I & II	8
BIO 203 General Microbiology	4
ENG 111 College Composition I	3
ENG 112 College Composition II	3
NUR 100 Introduction to Health Care: Nursing	2
PE Elective Activity	1
PE Elective Activity	1
PHL 230 Bioethics (or PHL 215)	3
POL 103 Introduction to American Government	3
PSY 211 General Psychology	4
SOC 211 Principles of Sociology	3
	34

You should discuss with a counselor the best order in which to schedule these courses.

Nursing Courses (R.N. Clinical Track)

Semester 1 (5 Week, Sequential Courses)

NUR 101 Fundamentals of Nursing I	3
NUR 102 Fundamentals of Nursing II	3
NUR 103 Care of the Elderly Adult	3

Semester 2 (15 Week Course)

NUR 150 Basic Nursing Care of the Adult Client	9
--	---

Semester 3 (5 Week, non-sequential courses)

NUR 105 Obstetrical Nursing	3
NUR 106 Pediatric Nursing	3
NUR 209 Psychosocial Nursing	3

Semester 4 (15 Week Course)

NUR 250 Nursing Care and Management throughout the Health Continuum	9
PHL 231 Bioethics: Application for Nurses	1
	37

Nursing Courses (LPN-ADN Clinical Track)

Currently licensed LPNs have the option of taking a special clinical track of nursing courses leading to R.N. licensure examination. If interested in this option, you should make an appointment with the nursing counselor and read carefully the curriculum guidesheet (available from Counseling Center) outlining LPN ADN options and requirements.

NOTATIONS:

1. Prerequisite qualifications are: (1) be admitted to Delta College (b) provide transcripts from high school and all other colleges or training institutions attended (c) completion with a C minimum grade in each, courses NUR 100, BIO 131 & 132, BIO 203 (d) completion, with a C grade average in at least 12 credits from the remaining general education courses listed.

2. Due to the limited capacity of clinical facilities, and the specific requirements of the accreditation agencies, this program is considered a "limited enrollment" curriculum. You will be eligible to register for clinical courses only **AFTER SUCCESSFULLY COMPLETING THE**

PREREQUISITE COURSES AND RECEIVING A "SEMESTER AND YEAR OF VALIDATION" FROM THE RECORDS AND REGISTRATION OFFICE.

3. First semester nursing courses are offered Fall and Winter semesters only.

4. You must achieve a minimum C grade in each nursing course to be eligible to continue in the program and to graduate from the program. You must comply with all Nursing Program Progression and Retention Policies (copy available from nursing counselor).

5. **Program-Entry Health Requirement:** A student must submit a complete physical examination report to the Delta Health Office prior to entrance into the first clinical course. The physical examination must confirm that the student is free from communicable disease and capable of performing all the duties necessary for the safe care of patients. A positive TB test will require a recent chest x-ray. Clinical students are required to have a physical exam annually prior to the beginning of the semester. Proof of Hepatitis B vaccine immunization must be submitted with the physical exam sheet or the student must submit a signed waiver form.

6. **C.P.R. Training:** All students entering clinical courses must have a CPR card which must remain current throughout the clinical program. Training may be obtained through the Red Cross, Delta College, your local Community Education, or Hospital Education facility. (A photocopy of your certificate must be turned in at the Nursing Office prior to the start of classes.) The CPR certification must include one- and two-person rescuer, infant rescuer and airway obstruction relief.

7. In addition to tuition and textbook costs, you must purchase uniforms, clinic shoes, and provide your own transportation to clinical settings (plus possible hospital parking charges).

8. Nursing course NUR 100 is waived if you have an LPN license and enroll for LPN → ADN clinical tracking.

9. It is strongly recommended that you not begin the clinical nursing course sequence until all general education courses are completed.

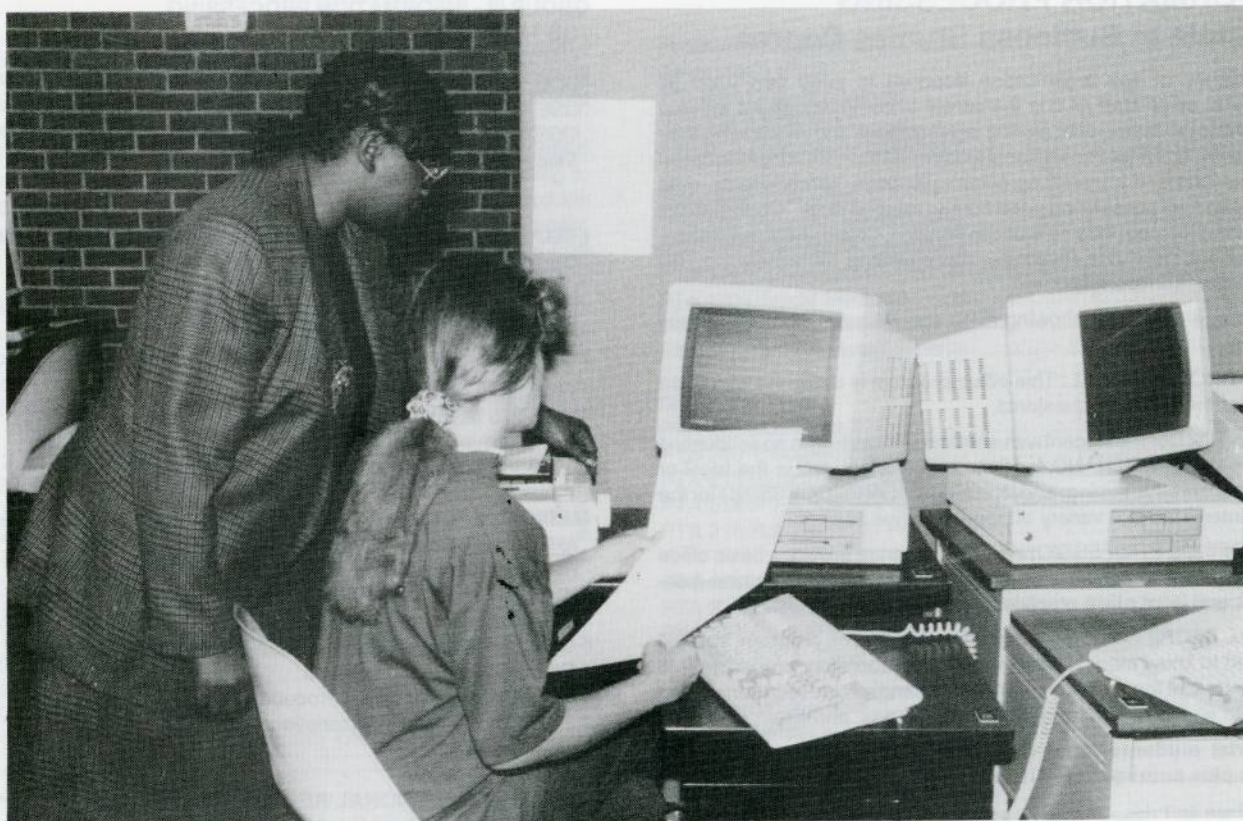
10. You are expected to possess good basic mathematics skills prior to enrollment in Nursing Course NUR 100. If math skills are weak, you are advised to take Mathematics Course MTH 117 (Math for Allied Health) or NUR 120 (Medication Administration) prior to NUR 100.

11. You will receive a Nursing Student Handbook during the clinical orientation session which contains additional information, requirements and specific program policies.

12. Clinical nursing courses represent a full-time student load. It is recommended that students prepare for this level of involvement by taking at least one semester of full-time study in pre-clinical courses immediately prior to entry into clinical courses.

13. The State Board of Nursing **may deny** a graduate nurse the right to sit for the State Board Examination if the applicant has a history of a **felony conviction**. Questions may be directed to the Michigan Department of Licensing and Regulation, Board of Nursing, P.O. Box 30018, Lansing, MI 48909, (517) 373-1600.

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).



OFFICE CLERK

OFFICE CLERK/Certificate

Clerk-typist duties are generally a combination of typing, filing, sorting mail and printed materials, and other general office responsibilities. Upon completing this certificate program, you are prepared for entry-level positions such as, Data Typist, General Typist, File Clerk, Mail Clerk, Office Machine Operator (adding, calculating, duplicating, etc.).

General Education Courses	Sem. Hrs.
SPH 114 Interpersonal Communications OR	
PSY 101 Applied Psychology	3
	<u>3</u>

Business Courses	Sem. Hrs.
GB 110 Business Computations	3
OSE 145 Integrated Office Systems	4
OSE 151 Business Communications I	3
OSE 157 Filing	2
OSE 171 Keyboarding II: Format	3
OSE 172 Keyboarding III: Intermediate	3
OSE 175 Machine Calculation	1
OSE 155 Editing	2
*OSE 273 Keyboarding IV: Advanced	3
*OSE 274 Machine Transcription	2
OSE 181 Microsoft Word OR	
OSE 184 Displaywrite	3
	<u>32</u>

NOTATIONS:

1. Credit by examination for GB 110 Business Computations, OSE 151 Business Communications I, OSE 155 Editing, OSE 157 Filing, OSE 175 Machine Calculation. (There is a required testing fee.) OSE 184 Displaywrite, OSE 274 Machine Transcription
2. If you are entering with equivalent skills, you may waive OSE 171 or 172; however, a minimum of 32 semester hours will be required for a certificate.
3. Typewritten assignments required for OSE 151 Business Communications I.
4. If weak in mathematics, you may want to take Pre-Algebra Mathematics (MTH 100) before enrolling in Business Mathematics (GB 110). (Pre-test available)
5. A general knowledge of math is required for OSE 175 Machine Calculation.
6. Courses with an asterisk require a minimum grade of "C".
7. OSE 101 WordPerfect Basics is a prerequisite for OSE 172, OSE 273, and OSE 274 unless you have completed OSE 171.

Any exception to the above curriculum must be approved by the Division Chairman.

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).

OFFICE PROFESSIONAL

OPTIONS:

ACCOUNTING

SHORTHAND

INFORMATION PROCESSING

Associate in Business Studies Degree

The efficiency of any organization depends in large part upon its professional office staff as it is the center of communications within a firm. Specific job duties differ among organizations and vary among their departments. An Office Professional today must have a strong foundation in manipulating and transmitting communications, spreadsheets, data bases, as well as possessing good human relation skills. Opportunities for office employment may be found in banking, government, education, entertainment, insurance, retailing and wholesaling, manufacturing, real estate, travel, transportation, etc.

Delta College offers the following three specialized office professional programs:

OFFICE PROFESSIONAL: This office program is designed with three options for the Office Professional.

ACCOUNTING for the student with an interest in working in an accounting environment; **SHORTHAND** for the student interested in the legal or office administrative setting; and **INFORMATION PROCESSING** for the student interested in a variety of possible office settings.

LEGAL OFFICE PROFESSIONAL: This program provides basic office skills in addition to specialized legal vocabulary, legal machine transcription, and legal office practices.

MEDICAL SECRETARY: By completing this degree program, you will be trained to know medical terminology and laboratory procedures; to process medical forms and insurances, to handle correspondence; and to compile and to record medical records, charts, and files.

Secretarial students must complete all "Basic Core Program" courses plus courses listed in one of three specialized secretarial options.

Basic Core Program Requirements (all 3 programs) Sem. Hrs.

GB 153 Introduction to Business	3
# OSE 145 Integrated Office Systems	4
* OSE 151 Business Communications I	3
* OSE 152 Business Communications II	3
OSE 157 Filing	2
OSE 172 Keyboarding III: Intermediate	3
OSE 175 Machine Calculation	1
OSE 155 Editing	2
PE --- Elective Activity	1
PE --- Elective Activity	1
POL 103 Introduction to American Government	3
PSY 101 Applied Psychology OR	
SPH 114 Interpersonal Communication	3
	32

OPTIONS: (Select from Group I - Accounting, Group II - Shorthand, or Group III - Information Processing)

GROUP I - ACCOUNTING

ACC 111 Introductory Accounting OR	
ACC 211 Principles of Accounting	4
*ACC 214 Microcomputer Accounting Applications	4
--- --- Electives	8
	16

GROUP II - SHORTHAND

GB 110 Business Mathematics	3
OSE 161 Alphabetic Shorthand I	4
*OSE 162 Alphabetic Shorthand II	3
--- --- Electives	6
	16

GROUP III - INFORMATION PROCESSING

GB 110 Business Mathematics	3
CIS 118 IBM PC DOS	2
*OSE 181 Microsoft Word OR	
*OSE 184 Displaywrite 4 OR	
OSE 197 DTP Page Layout and Design	2
Electives	6
	16

LEGAL OFFICE PROFESSIONAL REQUIREMENTS Sem. Hrs.

GB 251 Business Law I	3
GB 252 Business Law II	3
LAS 140 Survey of Computers in the Law Office	2
OSE 161 Alphabetic Shorthand I	4
* OSE 162 Alphabetic Shorthand II	3
* OSE 267 Legal Office Practices	2
* OSE 275 Machine Transcription/Legal	2
--- --- Electives	9
	30

MEDICAL SECRETARY REQUIREMENTS Sem. Hrs.

AH 100 Introduction to Anatomy & Physiology	4
HSC 105 Medical Terminology	2
HSC 205 Legal Aspects of Health Care	2
OSE 116 Introduction to the Medical Office	2
* OSE 254 Insurance Forms I	3
* OSE 255 Insurance Forms II	3
* OSE 266 Medical Office Procedures	3
* OSE 276 Machine Transcription/Medical	3
--- --- Electives	8
	30

OFFICE PROFESSIONAL REQUIREMENTS

CIS 132 Spreadsheet Fundamentals	2
CIS 260 dBase	3
OSE 196 Desktop Publishing/Windows	2
* OSE 245 Advanced Software Applications	2
* OSE 268 General Office Practice	3
* OSE 274 Machine Transcription	2
	14

NOTATIONS:

1. Credit by exam available for OSE 151, OSE 157, OSE 175, OSE 155, OSE 184, and OSE 274.
2. Electives may be substituted upon demonstration of equivalent skills for OSE 161 and/or 172.
3. Typewritten assignments are required for OSE 151--Business Communications I.
4. A knowledge of general math is required for OSE 175--Machine Calculation.
5. Students not scoring at least 70% on math placement test in GB 110 may be required to take MTH 100.
6. All majors must complete core courses.
7. For an Associate in Business Studies, a minimum of 62 credits are required.
- *8. Courses with an asterisk (*) require a minimum grade of "C".
9. OSE 101 Word Perfect Basics is a prerequisite for OSE 172 273, and OSE 274 unless you have completed OSE 171.
- *10. OSE 145 recommended before CIS 132 and CIS 260.
11. Students planning to transfer to Northwood Institute should select SPH 114 from the Core.
12. HSC 205, OSE 116, OSE 255 are offered only during winter semester; OSE 254 during fall semester only.

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).

PHYSICAL THERAPIST ASSISTANT

PHYSICAL THERAPIST ASSISTANT/ Associate in Applied Science Degree

Physical Therapist — Delta's program is for the training of Physical Therapist Assistants only. If you are planning to become a Physical Therapist, you should follow the Pre-Physical Therapy curriculum guidesheet available in Delta's Counseling Center.

Physical Therapist Assistants work under the direction and supervision of Registered Physical Therapists. They may work in any setting in which Registered Physical Therapist are present. Such settings include acute care hospitals, rehabilitation centers, special education schools, geriatric facilities and private clinics. Graduates of this program are able to carry out patient treatment programs designed by the Registered Physical Therapist which utilize heat, light, water, sound, massage, therapeutic exercises and rehabilitation/habilitation procedures. This Delta College program is accredited by the American Physical Therapy Association.

General Education Courses	Sem. Hrs.
ENG 111 College Composition I	3
ENG 112 College Composition II	3
POL 103 Introduction to American Government OR	
POL 111 American Government and Politics	3, 4
SPH 114 Interpersonal Communications	3
PSY 211 General Psychology	4
PSY 223 Child Psychology	
PSY 231 Psychology of Personality	
PSY 241 Abnormal Psychology	
PHL 215 Health Care Ethics	
PSY 250 Behavior Management	
SOC 275 Sociology of Stress	
PE --- Physical Education Elective Activity OR	
PE 158 Adapted Aquatics Aid	1
PE 169 Health/Lifestyle Risk	1
	18/19

Choose 1.....3

*NOTE: To fulfill the Associate Degree, you must have all General Education courses satisfactorily completed as well as **all prerequisites and clinical courses**.

Many courses have prerequisites: see current course description booklet.

The Physical Therapist Assistant program has the following academic requirements:

1. Required courses prior to application phase of PTA:
 - a. Required courses for which you need a "C" (2.0) or better in each course prior to application to the clinical phase of the PTA program:

Technical Courses	Sem. Hrs.
+BIO 131 Anatomy and Physiology I	4
BIO 132 Anatomy and Physiology II	4
HSC 105 Medical Terminology	2
SPH 114 Interpersonal Communications	3
	13

Plus six (6) General Ed. Courses

+ Prior to enrolling in BIO 131, you must take BIO 130 or pass the BIO 130 Challenge exam. Math skills through Algebra area a must.

Required, also, are six (6) credit hours from the General Education Courses (listed above) with a grade point average of a "C" (2.0) prior to application for the clinical phase of the PTA program.

II. APPLICATION TO THE CLINICAL PHASE of the PTA program:

a. You may apply for the clinical phase of the program from mid-term of the semester in which prerequisites are completed or up to 10 days after the official end of the semester.

III. Prior to beginning clinical you must have CPR certification (Two Person Professional Rescuer Techniques). CPR certification must be renewed annually. You must also have a standard First Aid Certificate and complete the required observation series. Forms for this series are available in the Counseling Center.

(Be aware that clinical hospital assignments may be outside the Tri-county area.)

Technical Courses Sem. Hrs.

Semester 1 (Fall)	
PTA 101 Clinical Anatomy I	2
PTA 105 Modalities I	6
PTA 110 Therapeutic Exercise I	3

Semester 2 (Winter)	
PTA 102 Clinical Neuroanatomy	2
PTA 120 Therapeutic Exercise 2	2
PTA 121 Human Growth and Development	2
PTA 123 Clinical Medicine I	3
PTA 124 P.T.A. Clinic I	2
PTA 125 Tests & Measurements	2

Semester 3 (Fall)	
PTA 205 Modalities II	2
PTA 210 Therapeutic Exercise 3	2
PTA 213 Clinical Medicine I	2
PTA 214 P.T.A. Clinic 2	3
PTA 215 Rehabilitation Programs	1

Semester 4 (Winter)	
PTA 220 Chest Physical Therapy	1
PTA 221 Clinical Seminar	2
PTA 224 P.T.A. Clinic III	9
Total 43	

**You must receive a "C" (2.0) or better in each of the above P.T.A. courses in order to continue in the program.

NOTATIONS:

1. A maximum of 20 students will be accepted each Fall semester for Physical Therapist Assistant courses. The procedures for application into the P.T.A. Program are in the guidelines for validation which are in the Counseling Center and on page 62 of this catalog.
2. Prerequisite qualifications are: High school graduate or GED equivalent; completion, with a C (2.0) minimum grade in each of HSC 105, SPH 114, BIO 131 & 132; and completion, with a C (2.0) grade average of at least 6 credits from the remaining general education courses listed; provide transcripts from high school and all other colleges attended; be admitted to Delta College.
3. Physical Therapist Assistant courses are offered day hours only and must be taken in the sequence shown.
4. You must achieve a minimum C (2.0) grade in each Physical Therapist Assistant course to be eligible to continue in the program.
5. In addition to tuition fee and textbook costs, you must purchase uniforms, clinic shoes and provide your transportation to clinical settings (plus possible hospital parking charges).
6. After notification received for validation, you must have a complete physical examination including a negative TB test done annually.
7. Current CPR certification is required for admission to the clinical sequence. CPR certification must be renewed annually.
8. An observation series is also required. Forms are available in the Counseling Center.

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).

PRACTICAL NURSE (LPN)

PRACTICAL NURSE (LPN)/Certificate

The L.P.N. Program is an intense FULL-TIME three semesters that will require college level reading skills as well as skills in health care mathematics, as taught in MTH 117 and NUR 120. Delta offers ENG 108, Effective Reading I and ENG 109, Effective Reading II, that are designed to improve one's reading. The ASSET test provides a measurement of reading, writing and math skills and is required of all new entering students.

PREREQUISITES:

Course Title.....	Sem. Hrs.
BIO 130 Introduction to Chemistry & Cell Biology	3
NUR 100 Introduction to Health Care	2

RECOMMENDED PREPARATORY CLASSES:

HSC 105 Medical Terminology	2
MTH 117 Allied Health Math OR	
NUR 120 Medication Administration	3

NOTATIONS:

1. Due to the limited capacity of clinical facilities, and the specific requirements of the accreditation agencies, this program is considered a "limited enrollment" curriculum. You will be eligible to register for clinical courses only **AFTER SUCCESSFULLY COMPLETING THE PREREQUISITE COURSES AND RECEIVING A "SEMESTER AND YEAR OF VALIDATION" FROM THE RECORDS AND REGISTRATION OFFICE.**
2. The clinical courses are to be completed in sequence and taken on a full-time basis. A grade of "C" (2.0) or better is required in each course to progress to the next course and to complete the program.
3. The Anatomy and Physiology courses (BIO 131 and 132) may be completed prior to the clinical semester listed.
4. **C.P.R. Training:** All students entering clinical courses must have a CPR card which must remain current throughout the clinical program. Training may be obtained through the Red Cross, Delta College, your local Community Education, or Hospital Education facility. (A photocopy of your certificate must be turned in at the P.N. Coordinator's Office prior to the start of classes.) The CPR certification must include one- and two-person rescuer, infant rescuer and airway obstruction relief.
5. **Program-Entry Health Requirement:** A student must submit a complete physical examination report to the Delta Health Office prior to entrance into the first clinical course. The physical examination must confirm that the student is free from communicable disease and capable of performing all the duties necessary for the safe care of patients. A positive TB test will require a recent chest X-ray. Clinical students are required to have a physical exam annually prior to the beginning of the semester. Proof of Hepatitis B vaccine immunization must be submitted with the physical exam sheet or the student must submit a signed waiver form.
6. The State Board of Nursing **may deny** a graduate nurse the right to sit for the State Board Examination if the applicant has a history of a felony conviction. Questions may be directed to the Michigan Department of Licensing and Regulation, Board of Nursing, P.O. Box 30018, Lansing, Michigan 48909, (517) 373-1600.
7. Check with Nursing counselor or PN Coordinator to clarify any information on this sheet or regarding the Nursing Program.
8. Students are responsible for their own uniforms, equipment and transportation. Information regarding the uniform and equipment needs will be provided by the PN Coordinator during a clinical orientation.
9. **Clinical Validation:** Applications will be accepted from mid-term to 10 days after the end of the semester in which you finish the required prerequisite courses (BIO 130 and NUR 100).

CLINICAL SEQUENCE

First Semester	Sem. Hrs.
PNE 101 Fundamentals of Nursing	7
PNE 110 PN Principles of Pharmacology	1
BIO 131 Anatomy and Physiology I	4
	<u>12</u>

PNE 100 Role/Function Nurse Assistant 1 optional (see below)

Second Semester

PNE 102 PN Care of the Adult I	8
BIO 132 Anatomy and Physiology II	4
	<u>12</u>

Third Semester

PNE 103 PN-Maternal Child Care (7.5 weeks)	5
PNE 104 PN-Care of the Adult II (7.5 weeks)	8
	<u>13</u>
Total	37

• Only students wishing to take State Nurse Aid Certification exam at completion of first semester must take this course.

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).



RADIOGRAPHY

RADIOGRAPHY/Associate in Applied Science Degree

Working under the supervision of a physician, Radiographers (also called Radiologic Technologists) assist in patient care and diagnosis through the use of X-ray equipment to take pictures of the internal parts of a patient's body. Radiographers position the patient; determine and set exposure factors; expose and process the required number of radiographs of the right density, detail and contrast; prepare and help administer chemical mixtures called contrast; prepare and help administer chemical mixtures called contrast media; assist in fluoroscopic examinations; and use radiation protection devices and techniques. Upon successfully completing this program, you are eligible to take the registry certification exam administered by the American Registry of Radiologic Technologists as this Delta College program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the Joint Review Committee on Education in Radiologic Technology.

General Education Courses	Sem. Hrs.
ENG 111 College Composition I	3
ENG 112 College Composition II	3
SPH 114 Interpersonal Communications	3
HSC 105 Medical Terminology	2
HSC 140 Basic Medical Emergencies	2
PE Elective Activity	1
PE Elective Activity	1
BIO 102 Microbiology & Infection Control	2
BIO 131 & 132 Anatomy & Physiology I & II	8
POL 103 Introduction to American Government OR	
POL 111 American Government Politics	3
PSY 211 General Psychology	4
	32

Radiography Courses

Fall Only

RAD 100 X-Radiation Physics	4
RAD 102 Introduction to Radiography	2
RAD 105 Fundamentals of Radiography	2
RAD 110 Principles of Radiographic Exposure	1
RAD 115 Clinical Orientation	3

Winter Only

RAD 130 Radiographic Procedures I	2
RAD 135 Clinical Education I	6
RAD 140 Clinical Seminar I	1
RAD 120 Principles of Radiation Biology and Protection	2

Spring/Summer Only

RAD 150 Radiographic Procedures 2	2
RAD 155 Radiographic Quality Assurance	1
RAD 160 Clinical Education 2	6
RAD 165 Clinical Seminar 2	1

Fall Only

RAD 210 Pathology in Radiology	2
RAD 215 Radiographic Procedures 3	2
RAD 220 Clinical Education 3	6
RAD 225 Clinical Seminar 3	1

Winter Only

RAD 235 Radiographic Procedures 4	2
RAD 240 Special Procedures	3
RAD 245 Clinical Education 4	6
RAD 250 Clinical Seminar 4	1

Spring/Summer Only

RAD 260 Clinical Education 5	10
	66

NOTATIONS:

- Approximately 18 students will be accepted each Fall semester for Radiography courses. After successfully completing the prerequisite qualifications and submitting a "Validation Application for Health Clinical Programs", you will be eligible to register per special phone registration listed in the Fall Schedule of Classes. The procedures for application into the clinical portion of the Radiography program are listed on page 62 of this catalog and are available in the Counseling Office.
- Prerequisite qualifications are: (a) high school graduate or GED equivalent; (b) completion with a C (2.0) minimum grade in each, courses HSC 105, HSC 140, BIO 102, BIO 131 & 132; (c) completion, with a C (2.0) grade average, at least 9 credits from the remaining general education courses listed PLUS SPH 114; (d) be admitted to Delta College; and (e) provide transcripts from high school and all other colleges attended.
- Current CPR certification (for the Professional Rescuer) must be maintained throughout enrollment in the Radiography program.
- Prior to program entry, you must complete observations in two participating hospital Radiology departments (information and forms available in the Counseling Department).
- You must have a complete physical examination, including a negative TB test.
- Radiography program courses are offered day hours only and **must** be taken together in the sequence shown.
- You must achieve a minimum C (2.0) grade in **each** Radiography course to be eligible to continue in and graduate from the program. You **must** comply with all Radiography Program Progression and Retention policies (copy available from the Allied Health counselor or program faculty).
- In addition to tuition and fees and textbooks costs, you must purchase uniforms, clinic shoes, provide your transportation to clinic settings, meals, parking fees, and any medical treatment which become necessary.

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).

RESIDENTIAL CONSTRUCTION

RESIDENTIAL CONSTRUCTION/Certificate

This program is designed to prepare students for jobs in rough carpentry and house framing with the skills they will have learned in such areas as: job specifications and drawings; building materials; use of woodworking and surveying tools; cost estimations; concrete work; exterior finishing. Completion of this program preempts years of apprenticeship in the construction field and the graduate may become self-employed, or find employment with a contractor or in a building supply center.

Residential Construction Courses Sem. Hr.

Semester One

RC 101 Construction Print Interpretation	3
+ RC 102 Building Materials	3
> RC 113 Carpentry Math	2
> RC 114 Framing Square	3
RC 104 Construction Laboratory I	3
+ RC 109 Residential Drafting	4
	<u>15, 18</u>

Semester Two

+ RC 105 Building Site Surveying	3
RC 106 Concrete and Foundations	4
RC 108 Construction Safety	2
+ RC 211 Elements of Structural Design	3
	<u>12</u>

Semester Three

RC 200 Construction Contracting	3
RC 201 Rough Framing and Outside Finishing	4
+ RC 202 Building Materials Estimation	3
RC 203 Construction Laboratory II	2
	<u>12</u>

TOTAL CREDITS FOR CERTIFICATE 39-42

> RC 113 is for students who receive a score on Asset below that recommended for Algebra I on the numerical skills part of the test. It is required to prepare for RC 114.

+ These courses are co-listed in Architecture technology and can be taken as ARC courses; i.e., RC 109 = ARC 105.

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).

You should discuss with a counselor the best order in which to schedule these courses.

RESIDENTIAL CONSTRUCTION/

Associate in Applied Science Degree

In addition to skills gained from courses completed in the Residential Construction certificate program, students completing this associate degree program will have learned construction techniques in: interior trim; cabinet making and installation; equipment installation; interior finishing. The program also offers the breadth of education necessary for a successful self-employed business or lumberyard management and has the support of the home builders association.

A student must complete all courses listed in the Delta College Residential Construction Certificate program (42 credits) plus the following the groups of courses in order to receive the associate degree.

General Education Courses Sem. Hrs.

ENG 111 College Composition I	3
ENG 113 Technical Writing	3
PE Elective Activity	1
PE Elective Activity	1
POL 103 Introduction to American Government	3
PSY 101 Applied Psychology	3
	<u>14</u>

Residential Construction Courses Sem. Hrs.

RC 204 Inside Finishing and Hardware	3
RC 205 Cabinet Making and Millwork	5
RC 206 Plumbing, Heating and Electrical Equipment	3
	<u>11</u>

TOTAL CREDITS FOR CERTIFICATE 39-42

TOTAL CREDITS FOR ASSOCIATE DEGREE 64, 67



RESPIRATORY CARE

RESPIRATORY CARE

The Respiratory Therapist is qualified to assume primary clinical responsibility for all respiratory care modalities, including responsibilities involved in the supervision of respiratory technician functions. The therapist is also capable of serving as a resource person to the physician with regard to current practices in respiratory care and the hospital staff as to effective and safe methods for administering respiratory therapy. Respiratory therapists who have a certificate of completion from an AMA-approved therapist training program, 62 minimum semester hours of college credit, and 6 months of experience following completion of the program are eligible to apply for registration by the National Board for Respiratory Therapy (NBRC). The registry examination consists of written and clinical simulation. Applicants must pass both to be awarded the Registered Respiratory Therapist (RRT) credential.

General Education Courses	Sem. Hrs.
*BIO 131 Anatomy & Physiology I	4
BIO 132 Anatomy & Physiology II	4
BIO 203 General Microbiology	4
ENG 111 College Composition I	3
ENG 112 College Composition II	3
HSC 105 Medical Terminology	2
PE Elective Activity	1
PE Elective Activity	1
POL 103 Introduction to American Government OR	
POL 111 American Government and Politics	3-4
RT 100 Basic Sciences for Respiratory Care	2
PHL 215 Health Care Ethics OR	
PEH 245 Death Education OR	
PSY 101 Applied Psychology OR	
PSY 211 General Psychology OR	
SOC 211 Principles of Sociology OR	
SOC 245 Death Education OR	
SPH 112 Fundamentals of Oral Communication	3-4
	30-32

*Prior to taking BIO 131, you must take BIO 130 or pass the BIO 130 Challenge exam.

Respiratory Care Course Sequence

Professional Courses	Sem. Hrs.
1st Year — FALL ONLY — 15 Credit Hours	
RT 111 Oxygen, Aerosol, and Humidity Therapy	2
RT 112 Medical Gas Production, Use and Regulation	1
RT 113 Evaluation of the Chest and Breathing: Cough and Sputum; Chest Physical Therapy	1
RT 114 Sterilization and Asepsis and Basic RT Pharmacology	1
RT 115 Hyperinflation Therapy and Pressure-cycled Ventilators	2
RT 116 Chest X-ray, Blood Gas Interpretation & Bronchoscopy	1
RT 121 Orientation to RT as a Profession	1
RT 126 Basic Care Modalities	4
RT 129 Clinical Seminar I	1
1st Year — WINTER ONLY — 16 Credit Hours	
RT 131 Artificial Airway Care and Manual Ventilation	2
RT 132 Adult Ventilatory Care	3
RT 133 Pulmonary Function and Stress Testing I	2
RT 134 Arterial Blood Gases & Chest Tube Drainage	1
RT 146 Clinical Education II	7
RT 149 Clinical Seminar II	1

2nd Year — SPRING ONLY

RT 235 Cardiovascular Evaluation and Monitoring	2
---	---

2nd Year — FALL ONLY — 17 Credit Hours

RT 207	2
RT 211 Advanced Respiratory Physiology	3
RT 212 Advanced Critical Care Techniques	2
RT 214 Seminar I	1
RT 226 Clinical Education III	7
RT 229 Clinical Seminar III	1
RT 243 Rehabilitation and Home Care II	1

2nd Year — WINTER ONLY — 16 Credit Hours

RT 205 Respiratory Therapy Pharmacology	3
RT 231 Maternal and Neonatal Respiratory Care	2
RT 232 Pathophysiology Conference	2
RT 234 Seminar II	1
RT 235 Cardiovascular Evaluation and Monitoring	2
RT 246 Comprehensive Clinical Education	8
RT 244 Optional Rotation/Special Project	1
Sub Total	68

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).

NOTATIONS:

1. A maximum of 15 students will be accepted each Fall semester for Respiratory Care courses from qualified students who have been assigned a "semester and year of validation". You will be placed on this list only after successfully completing the prerequisite qualifications and submitting a "Validation Application for Health Clinical Programs" to Records and Registration Office. The procedures for application into the Respiratory Care program are on page 62 of this catalog and are available in the Counseling Office.
2. Prerequisite qualifications are: (a) high school graduate or GED equivalent (b) completion with a C (2.0) minimum grade in each: RT 100, HSC 105, BIO 131 & 132, BIO 203 (c) be admitted to Delta College and provide transcripts from high school and all other colleges attended.
3. Prior to enrollment in course RT 100, you must have good basic algebra skills. You are advised to take MTH 107 (Algebra I) if your algebra skills are weak.
4. After notification received for Fall acceptance, you must have a complete physical examination including a negative TB test.
5. RT courses are offered day hours only and generally must be taken together in the sequence shown. You must achieve a minimum C (2.0) grade in each RT course to be eligible to continue in the program.
6. In addition to tuition and textbook costs, you must purchase a laboratory coat and provide your own transportation to clinical settings (plus possible hospital parking charges).
7. Admission to and continuance in the program is contingent upon your compliance with all policies contained in the student Clinical Policy Manual.
8. If you have prior respiratory therapy work experience you may be eligible to waive or receive equivalent credit for some RT courses.
9. Current certification in Cardiopulmonary Resuscitation (American Red Cross) or Basic Cardiac Life Support (American Heart Association) is required, BCLS certifications if preferred. Certification can be received in HSC 140, PEH 168, PEH 169, through the American Red Cross, or through the American Heart Association.

STENOGRAPHIC

STENOGRAPHIC/Certificate

Stenographers take dictation and then transcribe their notes on a microcomputer and/or terminal. Most general stenographers will also do other office tasks such as filing, answering telephones, and operating some office machines. Among the job opportunities to be found are entry-level positions such as, Receptionist, Transcribing Machine Operator, Stenographer, Secretarial Assistant, Correspondence Clerk.

Course Title..... Sem. Hrs.

Semester One

OSE 145 Integrated Office Systems	4
OSE 161 Alphabetic Shorthand I	4
OSE 171 Keyboarding II: Format OR	
OSE 172 Keyboarding III: Intermediate	3
OSE 175 Machine Calculation	1
OSE 155 Editing	2
	<u>14</u>

Semester Two

GB 153 Introduction to Business	3
* OSE 151 Business Communications I	3
OSE 162 Alphabetic Shorthand II	3
OSE 172 Keyboarding III: Intermediate OR	
* OSE 273 Keyboarding IV: Advanced	3
	<u>12</u>

Semester Three

OSE 157 Filing	2
* OSE 274 Machine Transcription	2
PSY 101 Applied Psychology OR	
SPH 114 Interpersonal Communications	3
	<u>7</u>

TOTAL SEMESTER/CREDIT HOURS 33

NOTATIONS:

1. Credit by examination available for OSE 151, OSE 155, 157, 175 and 274 (A testing fee is required.)
2. Students entering with equivalent skills may waive OSE 161, 171, 172; however, a minimum of 32 semester hours are required for a certificate.
3. Typewritten assignments are required for OSE 151 Business Communications I.
4. A general knowledge of math is required for OSE 175 Machine Calculation.
5. Courses with an asterisk require a minimum grade of "C".
6. OSE 101 WordPerfect Basics is a prerequisite for OSE 172, OSE 273, and OSE 274 unless you have completed OSE 171.

Any exceptions to the above curriculum must be approved by the Division Chairperson.

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).

You should discuss with a counselor the best order in which to schedule these courses.



SURGICAL FIRST ASSISTANT

*Advanced-level Course of Study (A Pilot of the New National Model)

The Surgical First Assistant's primary function is to provide aid in exposure, homeostasis, and other technical functions that will help the surgeon carry out a safe operation with optimal results for the patient. The role will vary considerably with the surgical operation, specialty area, and type of facility.

Prerequisites - Each and every prerequisite must be met prior to application for acceptance into the program:

1. Certified surgical technology (CST), certified nurse-operating room (CNOR), or physician assistant-certified (PA-C), with certification currency.
2. Three years of current operating room scrub and/or assisting experience within the last five years as verified by employer(s).
3. Verification of proficiency in Anatomy and Physiology (may be confirmed through recency of coursework, satisfactory completion of questionnaire, or examination).
4. Proof of liability insurance covering health care activities.
5. Current CPR/BLS certification.
6. Acceptable health and immunization records (including Hepatitis B or waiver).
7. Computer literacy (preferred).
8. Letter(s) of reference from two surgeons.

Professional Courses Required (Surgical First Assistant): You must achieve a minimum of "C" (2.0) grade in each clinical related course to be eligible to continue in this program. These courses must be taken in the sequence shown and enrollment in these courses is by permission only.

Course Title	Sem. Hrs.
Winter Only	
SFA 301 Advanced Surgical Anatomy I (Lecture)	3
SFA 303 Fundamental Techniques I (Lecture and Lab)	3
SFA 305 Anesthesia and Surgical Pharmacology (Lecture)	2
Spring/Summer Only	
SFA 312 Advanced Surgical Anatomy II (Lecture)	3
SFA 316 Professional Conduct (Lecture)	2
SFA 318 Applied Bioscience (Lecture)	3
SFA 314 Fundamental Techniques II (Lecture)	1
Fall Only	
SFA 329 Clinical Preceptorship	10
	27

ADMISSION TO PROGRAM

Due to the limited capacity of the Surgical First Assistant training facilities, this curriculum is considered a "limited enrollment" program. Ten new students will be accepted to begin the professional course sequence each Winter semester on "first-qualified/first-served" basis. For answers to admission questions, contact Delta College's Surgical First Assistant Program Coordinator or Delta College's Allied Health Counselor (517) 686-9330.

NATURE OF WORK

As defined by the American College of Surgeons, the surgical first assistant (SFA) provides aid in exposure, homeostasis, and other technical functions that will help the surgeon carry out a safe operation with optimal results for the patient. This role will vary considerably with the surgical operation, specialty area, and type of facility. These activities will be performed only as delegated tasks under the direct and immediate supervision of the responsible surgeon. The responsibilities of this training do not include surgical maneuvers of a surgeon; that is, nonphysician assistants are not being trained to independently perform any surgical operation, major or minor. Practice privileges of those acting as surgical first assistants would be based upon verified credentials reviewed and approved by the appropriate credentialing committee of the health care institution.

PROGRAM ACCREDITATION

Specialized accreditation for this type of curriculum is not yet available. CAHEA is aware of the development of the proposed national model, and recognition of the Surgical First Assistant as an emerging new profession will be pursued. The proposed curriculum for Delta College is consistent with a suggested draft of Essentials for Accreditation.

PROFESSIONAL CERTIFICATION

A national certification examination for Surgical First Assistant is currently under development. The first examination is expected to be available by September 1992.

*Does not lead to a Degree or Certificate.

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).



SURGICAL TECHNOLOGY

The Surgical Technologist's primary function is to provide a safe, therapeutically-effective environment for the surgical patient by assisting the surgeon and performing related services in the operating room. This program is accredited by CAHEA and that graduates will be eligible to sit for the National Certifying Exam.

Course Title.....	Sem. Hrs.
*BIO 131 Anatomy and Physiology I	4
BIO 132 Anatomy and Physiology II	4
BIO 203 General Microbiology	4
HSC 105 Medical Terminology	2
ST 100 Introduction to Health Care Service	3
HSC 140 Basic Medical Emergencies	2
	19

General Education Elective

PSY 101 Applied Psychology OR	
PSY 211 General Psychology - 4 credits OR	
SOC 211 Principles of Sociology OR	
SOC 275 Sociology of Stress	3

Clinical Courses Required (Surgical Technology)

Fall Only

ST 107 Pharmacology in the Operating Room	2
ST 110 The Surgical Patient	2
ST 120 Fundamentals of Surgical Technology	6
ST 130 Surgical Anatomy	4
ST 140 Operative Procedures	4

Winter Only

ST 200 Clinical Externship	12
ST 201 Operating Room Seminar	3
	33

You must complete ALL courses in the Surgical Technology Certificate Program listed above (total 54-55 credits) PLUS the following General Education courses in order to receive the Associate Degree:

Course Title.....	Sem. Hrs.
ENG 111 College Composition I	3
ENG 112 College Composition II	3
PE -- Elective Activity	1
PE -- Elective Activity	1
POL 103 Introduction to American Government - 3 credits OR	
POL 111 American Government & Politics	4

NOTATIONS:

Application: The procedures for application into the clinical portion of the Surgical Technology program are on page 62 of this catalog and are available in the Counseling Office.

Information for the Clinical Year:

1. PRIOR to beginning clinical, you MUST have CPR certification which include the Two Rescuer Technique. CPR certification must be renewed annually.

2. You must achieve a minimum of "C" (2.0) grade in each clinical related course to be eligible to continue in this program. These courses must be taken in the sequence shown and enrollment in these courses is by permission only.

3. Once accepted, you must have a T.B. skin test and/or chest X-ray and a current physical examination which confirms you are free from communicable disease and capable of performing the duties necessary for the safe care of patients. It is highly recommended, but not required, that you obtain the Hepatitis B vaccine.

4. As an applicant, you must have met high school graduation requirements or submit a GED equivalency certificate.

5. When in the clinical phase of the program, you must have transportation available.

6. The student is responsible for paying the cost of any medical care which might be necessary if the student is injured or becomes ill as a result of clinical practice activities. The college does not provide insurance coverage for such situations.

7. Prior to enrolling in BIO 131, students must either pass the BIO 130 CHALLENGE EXAM or successfully complete BIO 130 (Introductory Chemistry and Cell Biology). The content of the CHALLENGE EXAM reflects those areas of study usually found in high school biology and chemistry. A copy of the objectives being tested is available for students to review in the Counseling Center.

8. Math skills through Algebra are a must for you in this program.

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).



WATER/WASTEWATER TREATMENT TECHNOLOGY

Associate in Applied Science

The vast majority of water and wastewater treatment plant operators work for local governments; some work for private water supply and sanitary services companies, many of which provide operation and management services to local governments on a contract basis.

Completion of this program will give graduates the opportunity to make application to write the Wastewater Class "D" Operator Certification examination and the entry-level waterworks certification examinations.

Course Title..... Sem. Hrs.

Winter Semester

WWT 110 Water Treatment	3
CHM 112 General & Inorganic Chemistry II	4
ENG 113 Technical Writing	3
CIS 133 Introduction to Computer Information Systems	4
PE --- Physical Education Activity	1
	<u>15</u>

Fall Semester

WWT 112 Wastewater Treatment	3
CHM 111 General and Inorganic Chemistry I	4
+ MTH 111 Applied Algebra	4
ENG 111 College Composition I	3
	<u>14</u>

Spring 1992

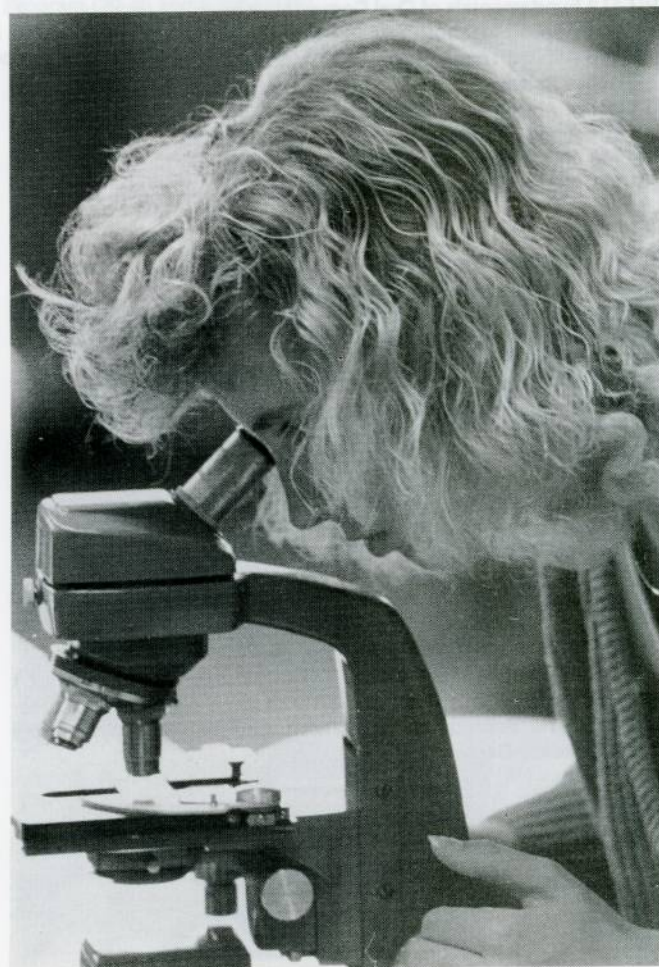
WWT 211 Water Chemistry I	4
WWT 244 Water/Wastewater Utility Equipment Maintenance	3
WWT 220 Microbiology of Water	4
WWT 246 Water/Wastewater Utility Electrical Maintenance	2
BIO 115 Environmental Science	2
	<u>15</u>

Winter Semester

WWT 212 Water Chemistry II	4
(First 7-1/2 weeks)	
WWT 230 Water/Wastewater Utility Management	3
(First 7-1/2 weeks)	
WWT 265 Practicum in Water/Wastewater Treatment	4**
(40 hours/week for 8 weeks)	<u>11</u>

+ MTH 119, Intermediate Algebra, may substitute for MTH 111.

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).



WELDING

WELDING/Associate in Applied Science Degree

A skilled welder knows the characteristics and properties of steel, aluminum, and other commonly used metals. The three primary types of welders are manufacturing, maintenance, and construction. Delta's program focuses on maintenance and construction welding training. Maintenance welders must be able to do all types of repair welding under varying conditions such as repairing, pipes, catwalks, machines and equipment. The construction welders build buildings, ships, pipelines, power plants, bridges, and other large steel structures.

Welding student pursuing the Associate In Applied Science degree must complete all "Basic Core Program" courses plus all of the courses listed in the Welding Specialist Certificate Program (33 credits) plus the courses listed in either the Welding Trades option or the Welding Technology option.

Basic Core Program Requirements	Sem. Hrs.
ENG 111 College Composition I	3
ENG 112 College Composition II	3
SPH 112 Fundamentals of Oral Communication	3
MTH 111 Applied Algebra	4
MTH 113 Applied Trigonometry	4
PE Elective Activity	1
PE Elective Activity	1
PHY 101 Applied Physics	4
POL 103 Introduction to American Government	3
PSY 101 Applied Psychology	3
	<u>29</u>

Technical Related Requirements	Sem. Hrs.
DRF 120 Beginning Industrial Blueprint Reading	2
DRF 122 Blueprint Reading for Welders and Fabricators	2
MFG 111 Manufacturing Processes	3
MT 221 Materials and Metallurgy	3
	<u>10</u>

TOTAL ASSOCIATE DEGREE REQUIREMENTS 72

NOTATIONS:

Associate Degree Program: The associate degree program is for persons who want additional educational background and is designed for persons with an interest in pursuing a four-year degree or working as a technician, inspector, etc.

More Information: For complete program description and details, please call the Center at (517) 496-3368 or 496-3373.

NOTE: SEE PAGE 49 FOR GRADUATION REQUIREMENTS. DELTA COLLEGE RESERVES THE RIGHT TO MODIFY CURRICULUM REQUIREMENTS. See most current curriculum guidesheet (copy available from Counseling Center).

WELDING/Certificate Program

Delta College offers welding courses for individuals seeking the necessary training to enter the job market as a welder or for welders who want to upgrade either welding skills. All welding instruction is given at the Delta College Industry Education Center, 3024 James Savage Road, Midland, MI. Additional questions concerning the welding program may be directed to the Industry Education Center (517) 496-3368 (Midland) or the Skilled Trade Department (517) 686-9437 or the Counseling Center (517) 686-9330 on Delta's main campus. In addition to tuition for each welding course, a program fee is charged for each course.

Welding Specialist Certificate Program

This program is designed to equip the student with the skills to perform all the manual welding processes. Along with the theory associated with welding, the individual should gain proficiency in all the gas, shielded metal arc, gas metal arc, and gas tungsten arc welding processes. In order to receive the Welding Specialist certificate, a student is required to satisfactorily complete all of the following welding courses. The welding courses are offered both day and evening.

High Pressure Arc Certificate Program: 16 Semester Hours, 240 Contact Hours

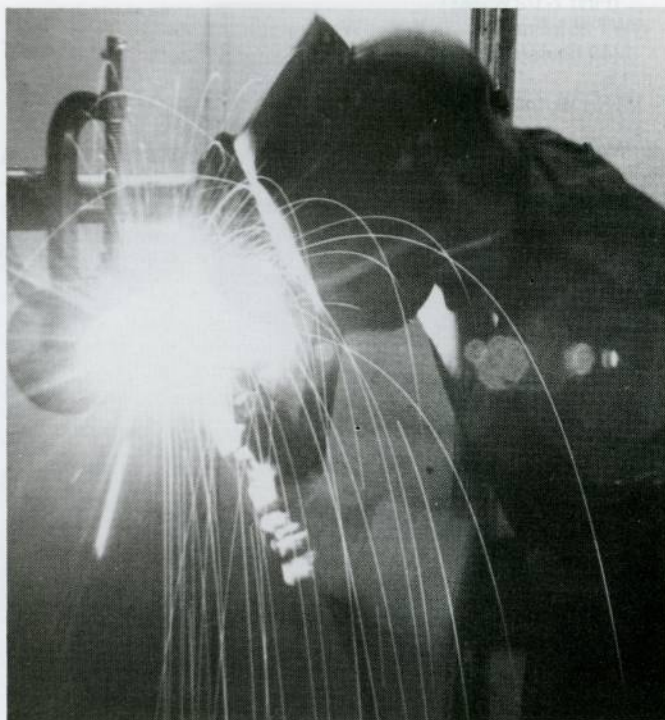
Pipe Specialist Certificate Program: 17 Semester Hours, 255 Contact Hours

High Pressure Arc Certificate Program:

WELD 307 Fuel Gas Welding and Cutting	3
WELD 300 Introduction to Shielded Metal Arc Welding	3
WELD 302 Shielded Metal Arc Structural and Tank	6
(Prerequisite WELD 300)	
WELD 324 Shielded Metal Arc Qualifying Plate	2
(Prerequisite WELD 302)	
WELD 320 Gas Metal Arc Plate	2

Pipe Specialist Certificate Program:

WELD 303 Shielded Metal Arc Pipe	6
(Prerequisite WELD 302 or 324)	
WELD 325 Shielded Metal Arc Qualifying Plate	2
(Prerequisite WELD 303)	
WELD 321 Gas Metal Arc Pipe	2
(Prerequisite WELD 320)	
WELD 306 Gas Tungsten Arc Welding	5
WELD 326 GMAW/GTAW Qualifying	2
(Prerequisite WELD 321 & 306)	
TOTAL	33



SKILLED TRADES

SKILLED TRADES DEPARTMENT

Location: Main Building Phone: 686-9437
A 52-55
Office Hours: Fall/Winter Semesters: Monday - Friday 8:00 a.m. - 4:30 p.m.
Spring/Summer Semesters:
Monday - Thursday 7:45 a.m. - 4:00 p.m.
Friday 7:45 a.m. - 3:30 p.m.

Apprenticeship Related Training Programs: Delta College offers required Related Training Programs for apprentices and up-graders in the industrial trades, building trades and maintenance trades from the Tri-County and surrounding area. Related Training Programs are designed with the cooperation of industry and provide the instruction to strengthen the theoretical knowledge in each trade area. The combination of related instruction and on-the-job experience is essential in order to provide a complete program to train the skilled personnel for the trades. Courses are offered both in the day and evening schedule to accommodate shift assignments. The scheduling and registration for classes is the responsibility of the Skilled Trades Department. Therefore, any inquiry about a particular class should be made **directly** to the Skilled Trades Department.

Since many company's apprenticeship programs are registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training, it is imperative that the registration for these classes be coordinated by the local plant apprenticeship coordinator and the college Skilled Trades Department. All Related Training Programs are subject to change per agreement with the participating employer and Delta College.

Associate Degree Option: Apprentices who so desire may apply their Related Training towards an Associate Degree in Applied Science. In addition to the "Basic Degree Requirements" listed in Section II of this catalog, the following requirements must also be met:

1. Successful completion of all courses listed in a specific Related Training Program (39-45 semester hours).
2. Successful completion of appropriate Supportive Study Elective courses. Supportive Electives are courses taken to fit individual student needs. Prior academic course work may be acceptable. Assistance in selecting electives is available from a Delta College counselor familiar with technical career programs.
3. Receipt of journeyman card or equivalent trade experience.

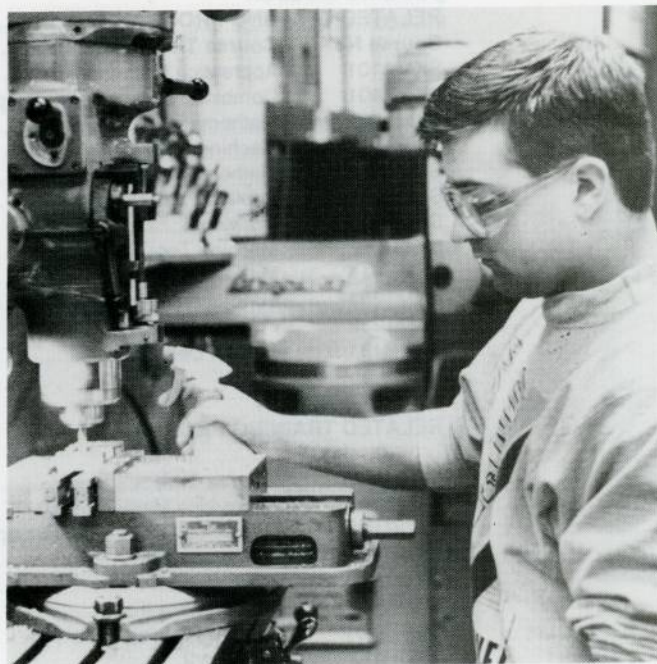
Pre-Apprenticeship Training: The Delta College academic Mathematics and Technical Divisions both provide courses to prepare students for apprenticeship examinations that are administered by several area industries. The courses may also be appropriate for individuals who desire a survey of the topics listed, but they do not satisfy the requirements of any other mathematics or technical courses. *Students should be aware that Delta has no control or authority with regards to when apprenticeship examinations are given, the content of the examinations, or the selection process used by area industries.* Descriptions for the following two pre-apprenticeship courses are as follows:

MTH 124 Pre-Apprenticeship Math 3 Sem. Hrs.

This is the first of a two-course sequence (other course MT 125) covering concepts commonly found on pre-apprentice examinations. Topics covered include: arithmetic computations, signed numbers, algebraic substitution, order of operations, algebraic fractions, linear equations, word problems, geometric essentials including a strong emphasis on nomenclature, and the solution of right triangles. (45-0)

MT 125 Pre-Apprenticeship Mechanics 3 Sem. Hrs.

Study of physical principles as they relate to everyday work experiences. Space visualization, simple machine elements, forces on structures and bodies in motion, fluids at rest and in motion, heat and electricity. Designed as a course in pre-apprenticeship training program, but open to anyone desiring a basic understanding of mechanical principles. (45-0)



SKILLED TRADES PROGRAM REQUIREMENTS*

CARPENTER (BUILDING TRADES)

RELATED TRAINING PROGRAM

(15 Week Semester)

Course No.	Course Title	Weekly Clock Hours
SKCT111	Blueprint Reading	3
SKCT102	Building Materials	4
SKCT103	Carpentry Math & Framing Square	5
SKCT105	Building Site Surveying	6
SKCT106	Concrete Slab Work	4
SKWL101	Fuel Gas Welding	2
SKCT107	Footings, Foundations & Reinforced Concrete	6
SKCT201	Rough Framing & Outside Finishing	6
SKCT204	Inside Finishing and Hardware	6
SKCT205	Cabinet Making and Millwork	6

ELECTRICIAN (INDUSTRIAL)

RELATED TRAINING PROGRAM

(15 Week Semester)

Course No.	Course Title	Weekly Clock Hours
SKMA111	Applied Integrated Electrical Mathematics I	3
SKMA112	Applied Integrated Electrical Mathematics II	5
SKMA113	Applied Integrated Electrical Mathematics III	3
SKEL111	Conventional Controls	3
SKEL101	Basic Electronics	6
SKEL102	Industrial Electronics	4
SKEL131	AC/DC Machinery	3
SKEL121	Advanced Controls I	5
SKEL122	Advanced Controls II	4
SKEL141	Electrical Shop	3

JOBGING MOLDER

RELATED TRAINING PROGRAM

(15 Week Semester)

Course No.	Course Title	Weekly Clock Hours
SKMA101	Apprentice Mathematics I	2
SKDR101	Combined Drawing and Blueprint Reading	4
SKMA102	Mathematics II	4
SKTR181	Machine Tool I	2
SKMA103	Mathematics III	4
SKPH101	Applied Physics	4
SKDR111	Drawing II	3
SKTR182	Machine Tool II	3
SKMT111	Metals	3
SKMT231	Fundamentals of Foundry Technology	3
SKMT232	Foundry II	3
SKDR131	Pattern Design	3

MACHINE REPAIR

RELATED TRAINING PROGRAM

(15 Week Semester)

Course No.	Course Title	Weekly Clock Hours
SKMA101	Apprentice Mathematics I	2
SKDR101	Combined Drawing and Blueprint Reading	4
SKMA102	Mathematics II	4
SKTR181	Machine Tool I	2
SKMA103	Mathematics III	4
SKPH 101	Applied Physics	4
SKDR111	Drawing II	3
SKTR182	Machine Tool II	3
SKMT111	Metals	3
SKTR183	Machinery Handbook	3
SKMT101	Hydraulics and Pneumatics I	3
SKMT102	Hydraulics and Pneumatics II	3
SKMT161	Rigging	2

*The following programs are representative of typical apprenticeship Related Instruction Programs Delta College offers in conjunction with area employers. However, employers are not restricted to just these program, and many elect to modify our programs to meet their specific needs. Employers desiring more information on Delta's Related Instruction Program should call the Skilled Trades Program Manager at (517) 686-9438.

MILLWRIGHT**RELATED TRAINING PROGRAM****(15 Week Semester)**

Course No.	Course Title	Weekly Clock Hours
SKMA101	Apprentice Mathematics I	2
SKDR101	Combined Drawing and Blueprint Reading	4
SKMA102	Mathematics II	4
SKMA103	Mathematics III	4
SKPH101	Applied Physics	4
SKMT151	Power Transmission	3
SKWL101	Fuel Gas Welding	3
SKMT161	Rigging	2
SKMT101	Hydraulics and Pneumatics I	3
SKMT171	Sheetmetal Layout I	3
SKMT172	Sheetmetal II OR	
SKMT102	Hydraulics and Pneumatics II	3
SKCT101	Industrial Millwright Procedures	3
SKWL111	Introduction to Stick Welding	3

PATTERN MAKER**RELATED TRAINING PROGRAM****(15 Week Semester)****Required Courses**

Course No.	Course Title	Weekly Clock Hours
SKDR101	Combined Drawing and Blueprint Reading	4
SKMA102	Mathematics II	4
SKMA103	Mathematics III	4
SKDR111	Drawing II	3
SKTR183	Machinery Handbook	3
SKDR131	Pattern Design	3
SKCA110	CAD/CAM System Orientation OR	
SKCA114	Autocad Introduction	2
SKTR260	Computer Numerical Controls I	3
SKTR261	Computer Numerical Controls II	3
SKMT231	Fundamentals of Foundry Technology	3

Elective Courses (Select 10 Credit Hours)

SKMT111	Metals	2
SKDR121	Descriptive Geometry	3
SKTR181	Machine Tool I	2
SKTR182	Machine Tool II	3
SKPH101	Applied Physics	3

PIPEFITTER (INDUSTRIAL MAINTENANCE)**RELATED TRAINING PROGRAM****(15 Week Semester)**

Course No.	Course Title	Weekly Clock Hours
SKMA101	Apprentice Mathematics I	2
SKDR101	Combined Drawing and Blueprint Reading	4
SKMA102	Mathematics II	4
SKMA103	Mathematics III	4
SKPH101	Applied Physics	4
SKPT101	Industrial Piping	4
SKWL101	Fuel Gas Welding	3
SKPT106	Pipefitters Handbook	3
SKPT121	Refrigeration and Air Conditioning	3
SKMT101	Hydraulics and Pneumatics I	3
SKMT102	Hydraulics and Pneumatics II	3
SKDR141	Pipe and Tube Isometrics	3

A detailed schedule of course offerings (including times and locations) is published each semester and is available in the Office of Community Services.

**PLUMBER-PIPEFITTER
RELATED TRAINING PROGRAM**

(15 Week Semester)		
Course No.	Course Title	Weekly Clock Hours
SKMA101	Apprentice Mathematics I	2
SKDR101	Combined Drawing and Blueprint Reading	4
SKMA102	Mathematics II	4
SKMT171	Sheetmetal & Layout I	2
SKMA103	Mathematics III	4
SKPH101	Applied Physics	4
SKWL101	Fuel Gas Welding	3
SKPT101	Industrial Piping	4
SKWL111	Introduction to Stick Welding	3
SKPT106	Pipefitters Handbook	3
SKPT121	Refrigeration and Air Conditioning	3
SKMT101	Hydraulics and Pneumatics I	3

**STATIONARY BOILER ENGINEERING
RELATED TRAINING PROGRAM**

(15 Week Semester)		
Course No.	Course Title	Weekly Clock Hours
SKMA101	Apprentice Mathematics I	2
SKDR101	Combined Drawing and Blueprint Reading	4
SKMA102	Mathematics II	4
SKPT111	Stationary Boiler Engineering I	2
SKMA103	Mathematics III	4
SKPT112	Stationary Boiler Engineering II	2
SKMT161	Rigging	2
SKPT113	Stationary Boiler Engineering III	3
SKPT114	Stationary Boiler Engineering IV	3
SKWL101	Fuel Gas Welding	3
SKWL111	Introduction to Stick Welding	3
SKPT121	Refrigeration and Air Conditioning	3
SKDR141	Pipe and Tube Isometrics	3
SKPT106	Pipefitters Handbook	3

**TINSMITH
RELATED TRAINING PROGRAM**

(15 Week Semester)		
Course No.	Course Title	Weekly Clock Hours
SKMA101	Apprentice Mathematics I	2
SKDR101	Combined Drawing and Blueprint Reading	4
SKMA102	Mathematics II	4
SKMA103	Mathematics III	4
SKPH101	Applied Physics	4
SKMT171	Sheetmetal Layout I	2
SKWL101	Fuel Gas Welding	3
SKMT172	Sheetmetal II	3
SKWL111	Introduction to Stick Welding	3
SKPT126	Air Movement & Duct Design	3
SKMT161	Rigging	2
SKDR121	Descriptive Geometry	3
SKMT173	Sheetmetal III	3

**TOOL AND DIE
RELATED TRAINING PROGRAM**

(15 Week Semester)		
Course	Course Title	Weekly Clock Hours
SKMA101	Apprentice Mathematics I	2
SKDR101	Combined Drawing and Blueprint Reading	4
SKMA102	Mathematics II	4
SKTR181	Machine Tool I	2
SKMA103	Mathematics III	4
SKPH101	Applied Physics	4
SKDR111	Drawing II	3
SKTR182	Machine Tool II	3
SKMT111	Metals	3
SKTR183	Machinery Handbook	3
SKMT101	Hydraulics and Pneumatics I	3
SKDR130	Tool & Die Design	4

**TOOL HARDENER
RELATED TRAINING PROGRAM**

(15 Week Semester)		
Course No.	Course Title	Weekly Clock Hours
SKMA101	Mathematics I	2
SKDR101	Combined Drawing and Blueprint Reading	4
SKMA102	Mathematics II	4
SKTR181	Machine Tool I	2
SKMT111	Metals	3
SKMA103	Mathematics III	4
SKTR182	Machine Tool II	3
SKPH101	Applied Physics	4
SKWL101	Fuel Gas Welding	3
SKWL111	Introduction to Stick Welding	3
SKDR111	Drawing II	3
SKDR130	Tool & Die Design	4
SKMT112	Ferrous Heat Treatment	2



SECTION IV

COMMUNITY SERVICES PROGRAMS AND COURSES

GENERAL INFORMATION

COMMUNITY SERVICES PROGRAMS AND COURSES

BUSINESS PROGRAMS

COMMUNITY HEALTH PROGRAMS

CONTRACT PROGRAMS

ELDERHOSTEL PROGRAM

HOME & FAMILY LIVING CLASSES

HUMAN DEVELOPMENT PROGRAMS

LAW ENFORCEMENT/CRIMINAL JUSTICE

TRAINING CENTER

LIBERAL ARTS & RECREATION CLASSES

LIFE ENHANCEMENT INSTITUTE

PLANETARIUM

SAILING & BOATING RELATED PROGRAMS

VOCATIONAL/TECHNICAL PROGRAMS

A detailed schedule of course offerings (including times and locations) is published prior to the beginning of each semester and is available in the Office of Community Services.

GENERAL INFORMATION

Instructional Support Services:

Location: Main Building Phone: 686-9515
E-130, between D & E Wings

Office of Community Services:

Location: Main Building Phone: 686-9414
West Concourse
Lower Level

Hours: Monday - Thursday 8:00 a.m. - 7:30 p.m.
Friday 8:00 a.m. - 4:30 p.m.

Community Services serves the needs of our Community, primarily through programs designed for adults. Individuals seeking skill refreshing, job upgrading, new skills training, or wanting to improve their life or pursue some creative or avocation interest may participate in the variety of occupational training and/or personal enrichment courses, programs, and activities.

CREDIT

Credits earned in courses, including those which may be a part of a series, are not intended to be applicable toward a Delta College Academic Certificate or Associate Degree nor designed to transfer to another college. Some courses are double-listed with Academic numbers and may be used for a degree program. An accumulative record of courses completed will be maintained as a matter of service for each individual and will be available (\$2.00 per copy) upon request from the Delta College Records and Registration Office.

EXPLANATION OF TUITION AND FEES

Most courses are subject to the standard registration fee and tuition rates annually established by the Board of Trustees. However, there may be special situations in which a fee is added to the student costs; lab fees, consumable supplies, and special course fees. Course schedules and brochures published throughout the year contain information about costs for each specific course. Information about registration, college policies and the college tuition refund policy is contained in Section II of this catalog.

INSTRUCTIONAL SUPPORT SERVICES (I.S.S.)

The I.S.S. is the implementation and operational area of Community Services. Questions about schedules, rooms, or general information about programs may be obtained in I.S.S., located in E-130.

PROGRAM AREAS

1. **Business Programs:** responsible for providing business oriented courses and programs to give persons the opportunity to acquire or improve skills and knowledge in many business fields.

2. **Community Health Programs:** responsible for the development, implementation and coordination of courses and programs in the allied health field. Emphasis is placed on new and emerging health occupations and on providing in-service and up-grading programs for health related personnel as well as continuing education.

3. **Contract Programs:** through consultation and planning, very specific programs may be developed to meet requirements and needs of community organizations. Groups included specifically in business, health care, industry, the professional services, government, church and community organizations are invited to contact us regarding educational opportunities to meet special needs.

Contract programs offer the individual company or business an opportunity to structure a program to meet their specific training needs, such as specialized training programs for employees, for improving performance, for those whose jobs have become obsolete, or for employment of potential new employees. Among these are included programs for training of minorities, the disadvantaged, and handicapped individuals.

4. **Elderhostel Program:** a liberal arts experience for people in their 60s or older, whereby providing an opportunity to live on a college campus for a week and take up to three (3) non-credit courses in a wide variety of liberal arts and sciences taught by college faculty. Tests are not given.

5. **Home and Family Living:** responsible for the development, implementation and coordination of courses designed for personal, home and family life roles and management as well as occupational preparation.

6. **Human & Program Development Office:** responsible for providing courses and programs that assist people as they move through adult life stages of establishing careers; initiating, maintaining and changing interpersonal relationships; and reexamining life and work goals.

7. **Law Enforcement/Criminal Justice Training Center:** provides training for police officer certification, administers law enforcement grant programs for the state of Michigan and provides officer updating and retraining for criminal justice personnel state wide.

8. **Liberal Arts:** responsible for courses for adults in Art, Dance, Fitness, Computers, Languages, History, English, Test Preparation, Koehler Method of Canine Training, and other General Interests. Liberal Arts is dedicated to the concept of life long learning. Its objective is to present all classes from a Liberal Arts perspective to residents of all ages.

9. **Life Enhancement Institute:** this Office of Aging and Retirement is dedicated to developing and providing educational programs and services for the older population.

10. **Planetarium:** provides educational experiences in the science of astronomy for all ages; provides individuals and groups with information concerning specific and general astronomical occurrences, and designs shows upon request to meet the needs of educational special interest groups.

11. **Sailing and Boating Related Programs:** provides a variety of in-the-boat sailing instruction plus classes and workshops on navigation and related boating topics.

12. **Vocational/Technical:** responsible for providing courses or programs for individuals and industry in the community service area having specific technical/vocational/industrial training needs.

COMMUNITY SERVICES PROGRAM AREAS

SHORT-TERM OCCUPATIONAL TRAINING

COMMUNITY HEALTH PROGRAMS

CONTINUING EDUCATION

Dental Auxiliary
Medical Assistant
Registered Nurse
Practical Nurse
Respiratory Therapist
Physical Therapist
Cardio Vascular Tech
Health Unit Coordinator
Nursing Assistant

MEDICAL ASSISTANT

Medical Insurances Billing I
Medical Insurances Billing II

NURSING ASSISTANT/HOME HEALTH AID

Nursing Assistant Training

PHLEBOTOMY PROGRAM

PHARMACOLOGY - DRUG ACTIONS & REACTIONS

R.N. and L.P.N. CONTINUING EDUCATION

RN Refresher
LPN
LPN Basic Pharmacology
Nursing Leadership

TOXICOLOGY

HEALTH UNIT COORDINATOR/WARD CLERK

WELLNESS SERIES



BUSINESS PROGRAMS

ASSESSMENT ADMINISTRATION

Level I
Level II

INSURANCE

General Insurance Program
Associate in Claims Program
Chartered Property Casualty Underwriter Program
Chartered Life Underwriter
Chartered Financial Consultant

MANAGEMENT

AMA Certificate in Management Development

This Certificate Program provides managers and aspiring managers the opportunity to further develop their management skills and potential for career advancement. To earn the Certificate in Management Development, each student is required to satisfactorily complete six courses.

- Communications Skills for Managers
- First Line Supervision
- Fundamentals of Finance and Accounting for Non-financial Managers
- Getting Assertive
- How to Build Memory Skills
- How to Deliver Winning Presentations
- Leadership Skills for Managers
- Managers Guide to Human Behavior
- Managing and Resolving Conflict
- Personal Strategies for Managing Stress
- Reading and Interpreting Financial Statements
- What Managers Do
- Writing to Motivate

Leadership Seminars

Verbal & Written Communication Skills

Customer Service Seminars

Professional Development & Continuing Education Conferences

Supervisory Skills in Understanding Human Behavior

OFFICE PROFESSIONALS

Basic Bookkeeping

Applied Accounting

Filing and Records Management

Management Skills for Senior Level Secretaries

Business Letter Writing

Telephone Etiquette

Effective Listening & Proofreading Skills

Certified Professional Secretary Review Program

• CPS is the registered service mark that has become the recognized standard measurement of secretarial proficiency. A structured review and practice test is provided for all six exams consisting of:

- Behavioral Science in Business
- Business Law
- Economics & Management
- Accounting
- Office Administration & Communication
- Office Technology

Review Program participants who successfully achieve the CPS designation will earn academic credits which can be applied toward an Associate Degree from Delta College.

REAL ESTATE

Real Estate Fundamentals

Real Estate Investments

Real Estate Finance

Residential Appraising

SMALL BUSINESS

Credit Collection & Legal Issues

Entrepreneur Series Workshops

- How to Start a Small Business
- How to Buy a Small Business or Franchise
- Taxes of the Small Business
- Marketing/Advertising
- Entrepreneur Consultants Roundtable
- Drugs & Alcohol Abuse in the Workplace

BANKING AND FINANCE

Through the Office of Community Services, a relationship is in place which concurrently provides for selected professional designations and the means to achieve an Associate Degree in Financial Institution Management at Delta College.

American Institute of Banking (AIB)

Institute for Financial Education (IFE)



HOME AND FAMILY LIVING

FLORAL DESIGN

Floral Design Training I
Floral Design Training II
Floral Design Training III
Floral Design: Silk Flowers

FOOD SERVICE PROGRAMS

Cake Decorating I & II
Catering Program

UPHOLSTERY AND FURNITURE

Upholstery I and II
Furniture Refinishing Skills
Seven Step Chair Caning

FAMILY SERVICES STUDIES

CDA-Training

TRAVEL AGENT TRAINING PROGRAM

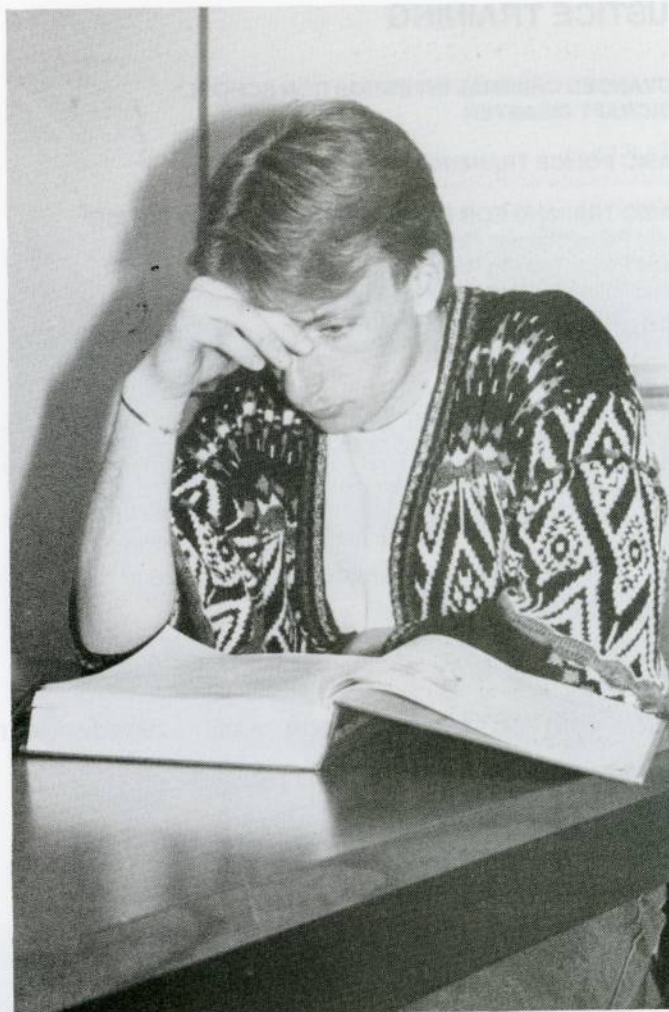
Delta College offers an intensive, one-semester course to prepare you for an entry-level position in a travel agency or related area. Our course was designed and is taught by working travel professionals who know what is necessary to succeed in the travel business. Because they are involved in travel every single day, they are able to convey to you all the latest and most up-to-date information in this rapidly changing industry.

TEACHER ASSISTANT/ PARAPROFESSIONAL PROGRAM

ARE YOU...

- Re-entering the job market and want to gain skills for employment?
- Looking for a challenging career with children?
- Currently working toward advancement in the teacher assistant field?

Developed by educators - principals, teachers and assistants - the curriculum is designed specifically to deal with real life school experiences likely to be encountered by a teacher assistant.



LAW ENFORCEMENT/CRIMINAL JUSTICE TRAINING

ADVANCED CRIMINAL INVESTIGATION SCHOOL* AIRCRAFT DISASTER

BASIC POLICE TRAINING*

BASIC TRAINING FOR RESERVE AND AUXILIARY POLICE*

- Basic Police Training Reserves Part I
- Basic Police Training Reserves Part II
- Basic Police Training Reserves Part III
- Basic Police Training Reserves Part IV
- Basic Police Training Reserves Part V

CRIMINALISTICS*

MICHIGAN TRAFFIC RADAR OPERATOR TRAINING*

NATIONAL POLYGRAPH WORKSHOP

SURVIVAL TRAINING*

PRECISION DRIVING

WORKSHOP & SEMINARS

UNDERWATER SEARCH AND RECOVERY TRAINING

MOTORCYCLE RIDING

- Beginner
- Advanced

ANIMAL CONTROL PROCEDURES FOR CRIMINAL JUSTICE PRACTITIONERS

*Approved by Michigan Law Enforcement Training Council, Region VII.



VOCATIONAL

AIR CONDITIONING/REFRIGERATION/HEATING/PLUMBING

- Basic Refrigeration
- Domestic Refrigeration I
- Domestic Refrigeration II
- Domestic Refrigeration III
- Domestic Refrigeration IV
- Commercial Refrigeration I
- Commercial Refrigeration II
- Fundamentals of Heating
- Heating II
- Plumbing Theory I
- Plumbing Theory II
- Journeyman Plumbers License Exam Prep
- Master Plumbers License Exam Prep
- Stationary Boiler Operator I
- Stationary Boiler Operator II
- Stationary Boiler Operator III
- Stationary Boiler Operator IV
- Major Appliance Repair: Microwaves
- Major Appliance Repair: Dishwasher
- Major Appliance Repair: Ranges
- Major Appliance Repair: Washer/Dryers
- C.N.C.

AUTO TECH/POWER MACHINES

- Small Engine Repair
- Car Care for Novice

BUILDING TRADES - WOOD TECHNOLOGY

- Residential Builders License Exam Prep
- Hometime Series

ELECTRICITY/ELECTRONICS

- Electricity I Applied
- Electricity II Applied
- Journeyman Electrician License Exam Prep
- Master Electrician License Exam Prep

COMPUTERS

- Intro to Autocad

INDUSTRIAL

- Engineering Refresher "A"

LEISURE

- 101 Things To Do Before You Call a Repairman
- Songbird Carving
- Duck Decoy Carving
- Fish Carving
- Windmill Carving
- Deer Hunters Workshop



PERSONAL DEVELOPMENT

COMMUNITY HEALTH PROGRAMS

DENTAL AND DENTAL AUXILIARY CONTINUING EDUCATION

Clinical Expanded Functions for Dental Auxiliary
Dental Office Procedures
Dental Radiology
Drug Use and Abuse in Dentistry
Emergency Training in the Dental Office
First Aide in Dentistry C.P.R.
Patient Management & Motivation Dental
Periodontics for Dental Hygienists
Taxation and Financial Security for Dental Professionals

NURSING CONTINUING EDUCATION

GIFTED, TALENTED, AND CHILDREN'S PROGRAMS

EXPANDING, ENHANCING AND EXTENDING LEARNING OPPORTUNITIES

FANTASTICS

Enrichment classes that expand, enhance and extend learning opportunities for children. Exciting classes like micro-computers, dinosaurs, art, dissecting, drawing and many more, classes designed to challenge students from ages 4 through 14. The classes meet on Saturdays during the school year and on Monday through Thursday in the summer. Supervised lunch hours with swimming are available for those taking both morning and afternoon classes.

TESTING SERVICES

Delta College has set up a testing service for those wishing to obtain individual intelligence or achievement scores. We believe testing should help identify student's future educational needs. Identification of student's abilities and strengths are helpful when planning appropriate goals with the schools. Testing is available for children 4 years of age and up.

GRASP

This 10-week correspondence program is designed to maintain reading and math skills during the long summer vacations. A lesson a week is sent to our scoring center and returned to the child after scoring. Because GRASP is a correspondence program, it can accompany you on your vacation. Students in grades 1 through 8 are eligible.

ATYP-ACADEMICALLY TALENTED YOUTH PROGRAM

Qualified teachers, carefully chosen counselors, and a stimulating campus environment combine to provide an exciting, unforgettable summer experience. An opportunity in July for students in grades 7 through 12 to take basic college courses for academic credits. The ATYP program is designed to meet the intellectual, physical and social needs of talented and gifted students. Over the past ten years we have developed a fun and challenging program with many students returning. Students need to apply to the ATYP program for admission and take the Asset test. Call us about information on scholarships for students with financial needs, available through the Delta College Foundation Office. We also offer a supervised residency program for interested students and non-credit exploratory courses.

SUMMER BAND CAMP

A summer camp experience for 6th through 9th grades including small group lessons, concert band and special electives. A camp-out in the Pioneer Gym, a dance, a film fest and a swim party are also part of the schedule. And for the grand finale, a performance by each band.

COME, JOIN THE BAND!

Play classic band music for a great two day conference with a guest college band director. The weekend will culminate in a gala evening performance. This weekend retreat is for anyone 18 years or older who has an interest in playing music chosen by the members of the band. Plan now to join us this August for our Annual Michigan Adult Band Camp.

HOME AND FAMILY LIVING

CRAFTS

Each semester, a variety of innovative craft classes are offered in a variety of time frames. Call 686-9417 for a complete list of classes.

FOOD PROGRAMS

Complete cooking programs such as Food Service Careers in addition to specialty cooking classes are offered on a regular basis. Call for complete menu of classes, 686-9417.

SEWING

A variety of sewing classes are offered each semester. Call 686-9417 for complete listing.

INTERIOR DESIGN

Curtains - The Country Look
Draperies, Lined and Unlined
Interior Design
Wallpapering Clinic
Window Coverings - Warm

NEEDLEARTS

Beginning and advanced classes in the study of needlearts, which includes needlepoint, quilting, applique, crocheting and knitting, are offered each semester. Call 686-9417 for a complete list of classes.

HUMAN & PROGRAM DEVELOPMENT OFFICE

Basic core of Assertion Training, Behavior Change, Effective communication and managing life styles are offered each semester with a supplement of a variety of self-understanding classes. Call 686-9416 for a complete list of classes.

LIBERAL ARTS

ART - CRAFTS

Lapidary - Gemstone Polishing
Silversmithing (Jewelry Making-Fabrication)
Pottery - Hand & Wheel
Pottery - Raku

ART - EDUCATION

Art of the 20th Century
ArTrips to Museums
Architecture Walking Tour
Auction Gallery Tour
Antiques as Art - Series
Art Therapy

ART - PHOTOGRAPHY

Photography - Introduction
Photography - Special Techniques
Photography Field Trip

ART - STUDIO

Matting & Framing Artwork
Basic Drawing
Color Pencil Drawing
Portrait & Figure Drawing
Oil & Acrylic Painting
Watercolor
Sign & Showcard Painting
Cartooning
Printmaking

COMPUTERS

Computer Friendly - Introduction
MS-DOS Concepts
MS-DOS Added Features
WordPerfect - Word Processing
Lotus - Beginning
Lotus - Worksheets & Graphs
Lotus - Database
Lotus - Macros
Desktop Publishing - Pagemaker
Computer Networking for Managers

BUSINESS SKILLS

Time Management/Day Planner
Writing for Business
Telephone Techniques
First-Day Survival Guide
Office Skills Refresher

CULTURAL

Understanding the Russians
Understanding the Germans
Italian Language & Culture
Arab/Lebanese Language & Culture
Native American Traditions
African Culture
Speaking Swahili
Speaking Spanish
International Tours
Japanese Exchange Program
Kenya Exchange Program

ENRICHMENT

Bridge for Beginners
Bridge - Advanced
Music Appreciation
Oratorio Chorus
Piano Improvisation Workshop
Murder Mystery - Improvisation

WRITING/READING/MATH SKILLS

Creative Writing
Journaling
Speedreading
Writing College Papers
Writing Research Papers
Writing for Business
One-to-One (Private Tutoring in English
Language, Writing Skills, Math Skills and
topics as requested)

NEW AGE TOPICS

Womens Spirituality
The Goddess Awakens
Mythology & Fairy Tale
Understanding Dreams
Survey of Parapsychology
Magic & Healing
Male Bonding/Male Mentors
Mens Initiation Workshop
Archetypes of Mature Masculine
Positive Masculinity

TRIPS & TOURS

Great Lakes Geology Tour
Grand Canyon River Raft Trip
ArTrips & Museum Tours
Hot Air Balloon Rides

CANINE TRAINING

Grooming - Beginning, Advanced
Handling for Show Ring - Beginning, Advanced
Koehler Method - Novice, Advanced, Open
Puppy Training & Development
Therapy Dogs International - Certification
Annual Canine Social

DANCE

Clogging - Beginning, Continued
Clogging Club
Country & Western
Dance Skills for Singles
Latin Dances
Polka & Waltz
Popular Dance
Square Dance - Beginning, Plus, Mainstream
Tap Dance

FITNESS/SPORTS/RECREATION

Bowling
Golf - Beginning, Intermediate
Judo
Karate
Kung Fu - Adults, Children
Tai Chi Chaun
Swim - Adults, Children
Water Exercise
Scuba
Yoga - Adults, Children, Couples
Meditation/Relaxation - Business People & Executives
Womens Self Defense Workshop

GARDENING & LANDSCAPING

Bonsai - Grooming Miniature Trees
Beautiful Landscapes with Minimal Care
Landscape - Design & Maintenance
The Art of Japanese Landscaping
Mastergardener
Pond Management
Insect & Dissect Management
Wildflowers

ENRICHMENT

Oratorio Chorus

TEST PREPARATION COURSES

ACT
DATE
FM GEMS
GMAT
GRE
LSAT

SAILING AND BOATING RELATED PROGRAMS

Beginning Sailing
Beginning Sailing: Semi-Private Lessons
Intermediate Sailing
Junior Sailing
Introduction to Catamaran
Catamaran Racing
Celestial Navigation
Electronic Navigation for Power and Sail
Fiberglass Boat Repair
Sailboat Racing
Windsurfing
Advanced Windsurfing Clinic
Special Group Cruises

LIFE ENHANCEMENT INSTITUTE

PATHS - Positive Adults Taking Health Seriously

This is a unique wellness program designed specifically for older adults that includes educational video tape presentations. Call 686-9471 for more information.

Stress Management for Seniors
Assertion Training
Swim Therapy for Seniors
The Informed Traveler
Retired Investment Strategies
Financial Planning
Services Available to Seniors

OLDER POPULATION PROGRAMS

Exploring History Through Your Era of Music
Counted Cross Stitch
Needlepoint Projects
Older Learner Forum
Older Worker Project
Indian Tools and Implements
Senior Enrichment Courses
55/Alive Program
Creative Writing for Senior Citizens
Oil Painting I - Senior Citizen
Watercolor
Yoga for Daily Living - Beginning
Chairobics
Elegant Bow Making
Holiday Napkin Folding
Our U.S. Constitution
Relaxation for Seniors
World Geography
Rhythmic Movement
Therapeutic Stretch

HOME AND FAMILY LIVING

CRAFTS

FOOD PROGRAMS

SEWING

INTERIORS

NEEDLES

HUMAN & PROGRAM DEVELOPMENT OFFICE

LIBERAL ARTS

ART - CRAFTS

ART - CRAFTS

ART - PHOTOGRAPHY

Photography - Introduction
Photography - Special Topics
Photography - Field Trip

ART - STUDIO

COMPUTERS

CULTURAL

HUMAN & PROGRAM DEVELOPMENT OFFICE

LIBERAL ARTS

ART - CRAFTS

ART - CRAFTS

ART - PHOTOGRAPHY

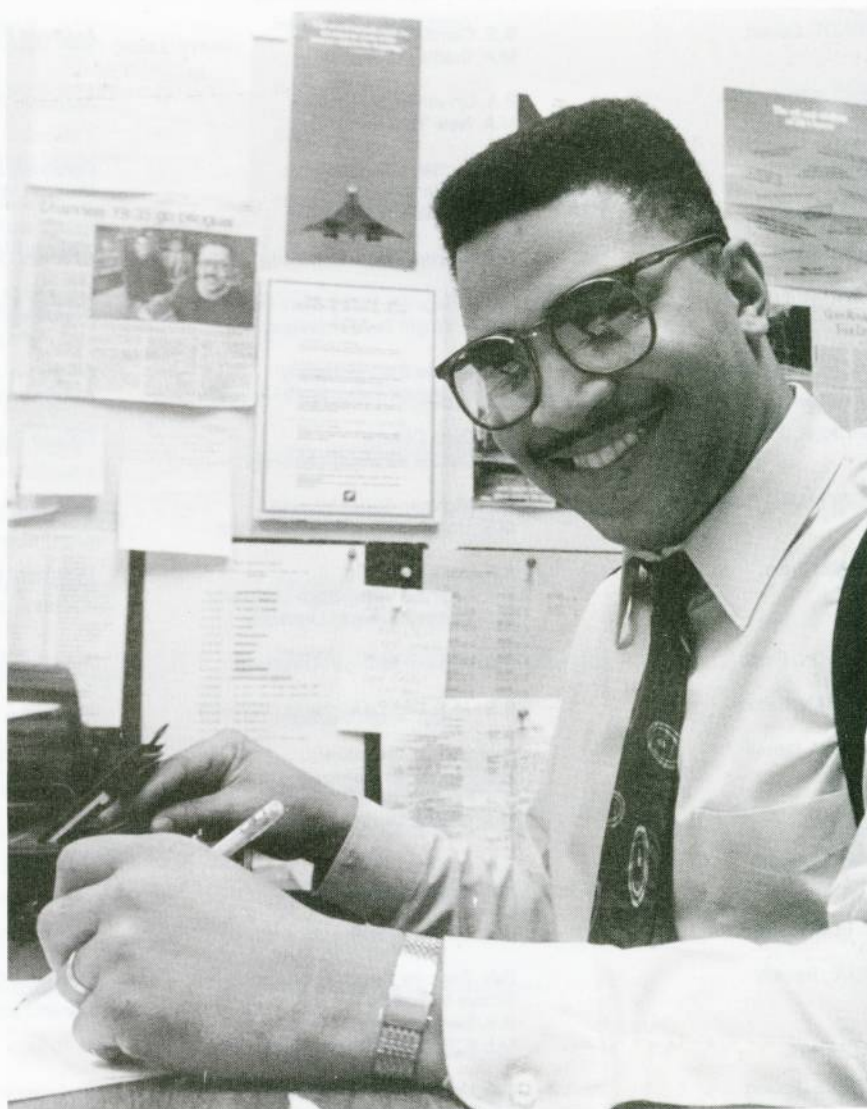
Photography - Introduction
Photography - Special Topics
Photography - Field Trip

SECTION V

HUMAN RESOURCE DIRECTORY

FULL-TIME FACULTY,
ADMINISTRATORS,
PROFESSIONAL AND
TECHNICAL STAFF

NAMES
TITLES
EARNED DEGREES
OFFICE LOCATION



FULL-TIME FACULTY, ADMINISTRATORS, PROFESSIONAL, AND TECHNICAL STAFF

Name	Degree(s)	Title	Office
ACKERMAN, Franklyn		Electrical Supervisor	N-45
ADAMS, Richards	A.B., A.A. Delta College	Programmer/Analyst	A-114
AIKEN, George	B.S. Kean College	Corporate Services Instructor	Detroit Training Center
ALBRETSSEN, Ray	A.A. Delta College	Corporate Services Quality Education Instructor	Saginaw Division
ALLEN, Barbara	B.S.; M.S. Michigan State University	Professor of Mathematics and Computer Science	G-118
ALLEN, Timothy	B.S. Central Michigan University M.B.A. Wright State University	Instructor of Mathematics and Computer Science	J-112
ALTENHOF, Carl	B.S. California State College M.S. University of Michigan	Associate Professor of Biology	D-132
APPOLD, Tim	Certified Welding Specialist Delta College	Corporate Services Instructor	G.M. Tech Center Warren, MI
ARMAN, Harold (Dr.)	B.S.; M.A. Western Michigan University Ph.D. Michigan State University	Assistant to the President	A-191
ARNDT, Robert	B.S. Carrol College M.A. Bradley University	Assistant Professor of Psychology	S-206
AUGUSTINE, John	B.A. University of Michigan M.A. New York University	Associate Professor of English	S-7
AULT, Robert	Journeyman Pipe Fitter Level II Radiographer Certified Welding Specialist	Corporate Services Manager Welding Services	Industry Educ. Center
AULT, Suzanne	B.A. Michigan State University	Assistant Director of Human Resources	H-121
BALASH, Terence	B.B.A. Saginaw Valley State University M.B.A. Wright State University	General Services Manager	N-41
BEANE, Rose Margaret	B.S. Wayne State University M.Ed. Saginaw Valley State University	Affirmative Action Officer/ Assessment/Testing Coordinator	A-2
BECKER, Jon	A.A. Delta College B.A. Central Michigan University	College Relations Specialist	A-195
BEGEMAN, Theodore	B.S. Michigan State University M.S. University of Wisconsin - Stout	Assistant Professor of Machine Tools	L-110
BEINS, Craig	A.A. Delta College B.A. Saginaw Valley State University M.S. Central Michigan University	Director of Law Enforcement	G-131
BENTON, Ralph	B.S. Western Michigan University	Auto Service Manager	Auto Service Center
BERKAN, Esther	B.S.; M.A. Central Michigan University	Librarian	A-131
BERRY, Darrell	Journeyman Toolmaker A.S. Flint Junior College B.S. Ferris State University M.A. Central Michigan University	Dean of Academic Affairs/ Occupational Programs	A-117
BIERI, Donald	B.A. Aquinas College M.A.; M.S. Troy State University	Counselor Level III, Counseling Chairperson	K-133
BLEDSON, David	B.S. Central Michigan University	Assistant Professor of Residential Construction	N-146
BLUE, Beverly	R.N. Saginaw General Hospital School of Nursing B.S. Siena Heights College M.S.A. Central Michigan University	Director of Community Health	A-64
BOEKE, Robert	B.A. University of Michigan J.D. University of Wisconsin	Professor of Business	F-45
BOWSKY, Robert	A.S. Delta College	Broadcasting Engineer I	A-23

Name	Degree(s)	Title	Office
BOYSE, Peter (Dr.)	B.A. Albion College M.S. University of Michigan M.S.; Ph.D. Oregon State University	Executive Vice President (1988-1992) President (1993)	A-120
BRENTIN, Louise	B.S. Duquesne University M.S. Wayne State University	Instructor of Nursing	F-233
BRIESCHKE, Keith	Certificate Auto Service Ferris State University	Corporate Services Instructor	S-246/ Buena Vista Center
BRISCOE, Harold	B.A. McPherson College M.A., Southern Illinois University	Producer/Director	A-93
BRITTO, Neville	B.A. University of Nagpur, India B.A. University of Rome, Italy M.A. University of Michigan	Professor of English	S-19
BRONSTETTER, Michele		Team Supervisor, Physical Plant	N-40
BROW, Judith	A.B.; A.M.L.S. University of Michigan	Librarian	A-131
BROWN, Dean	B.A. Concordia College	Training Specialist	Midland Campus
BROWN, Roger	Diploma, Michigan State University	Purchasing Specialist	A-196
BURKE, Nadine	B.A. Michigan State University M.A.T. Saginaw Valley State University	Assistant Professor of English	S-4
BURKE, Kathleen	B.A. Clarke College M.S. Iowa State University	Assistant Professor of English	D-127
BUSHONG, Thelma	A.A. Delta College B.B.A.; M.B.A. Saginaw Valley State University	Instructor of Accounting	S-217
BUTCHER, Larry	B.S.; M.A. Central Michigan University	Professor of Art	S-244
BYAS, Marie	B.A. University of Colorado M.S. Fort Valley State University	Counselor	K-140
BYAS, William (Dr.)	B.S. Tennessee State University M.S. Fort Valley State College Ed.D. University of Tennessee	Director of Student Development Services	H-140
CABELLO, Robert	B.G.S. University of Michigan M.A. Eastern Michigan University J.D. Indiana University	Vice President of Student Services	A-119
CALDWELL, Patricia	B.A. University of Michigan	Coordinator of Saginaw Off-Campus Centers	Ricker Center
CAMERON, David	Certified Public Accountant B.S.; M.S. Central Michigan University	Associate Professor of Accounting	F-44
CAMPBELL, Barry (Dr.)	B.S. Eastern Michigan University M.A.; Ph.D. Indiana University	Professor of Health, Physical Education & Recreation/Division Chair	N-143
CARLSON, Barry (Dr.)	B.A.; M.A. University of Wisconsin Ph.D. Michigan State University	Associate Professor of Geology	G-123
CARLSON, Richard	A.A.S. Delta College Electronic Engineering, Sarasota, FL	Telelearning Systems Technician	A-48
CARLYON, Donald	B.S. University of Nebraska Doctoral Program, University of Michigan	President (1964-1992)	A-200
CARSON, Clifford	B.S.; M.Ed. Wayne State University	Corporate Services Instructor	G-211
CATACOSINOS, Paul (Dr.)	B.A.; M.S. University of New Mexico Ph.D. Michigan State University	Professor of Geology	D-125
CAYLOR, Thomas	B.A. Central Michigan University	Audience Relations Coordinator	A-98
CHINERY, Shelly	B.S. Eastern Michigan University	Facilities Planner	A-51
CHRISTENSEN, James	A.A.S., B.S. Ferris State University M.A. Michigan State University	Associate Professor of Business	G-212
CLARK, James		Corporate Services Instructor	Buena Vista Center

Name	Degree(s)	Title	Office
CLARK, Pamela	A.A. Delta College B.A. University of Michigan	FM Fund Raising Coordinator	A8b
COLE, John	A.B.S. Delta College B.A. Grand Valley State College M.A. Central Michigan University	Associate Dean/Director of Learning Resources	A-134
CONLEY, Harold	Certificate Devry Technical Institute	Broadcasting Chief Engineer	A-97
CONWAY, Lynn	B.S.; M.S. Michigan State University	Associate Professor/Director of Athletics	N-140
COOK, Julianne	A.A. Delta College	Instructional Artist	A-4
COOLEY, Diane	B.A.; M.A. Michigan State University M.A. Central Michigan University	Single Parent/Sex Equity Program Coordinator/Advisor	ECON
COOPER, Mary Jane	A.B. Olivet College M.A.T. Saginaw Valley State University A.B.D. Western Michigan University	Acting Director of Teaching Learning Center	A-30
CORLISS, Bruce	B.S.; M.S. University of Michigan	Professor of Geology	F-218
CORNELL, Paula	ADN Delta College B.S.N.; M.S.N. Saginaw Valley State University	Director of LPN Program	F-256
CRANE, Janet Ann	B.A. Olivet College M.A. Central Michigan University	Director of Child Care Center	Child Care Center
CREED, Charles	B.A.; M.A. Eastern Michigan University	Director of Human Resources	H-123
CREED, Susan	B.S. Eastern Michigan University M.A. Central Michigan University	Assistant Professor of Office Systems Education	J-119
CROWELL, Jack	B.S.; M.S. Michigan State University M.S. University of Illinois	Professor of Mathematics and Computer Science/Division Chair	J-130
CURRIE, George		Team Supervisor, Physical Plant	N-40
DAHN, Richard	A.B. Delta College	Computer Shift Supervisor & Operator	A-124
DALZELL, Allan	B.A. Michigan State University	Director of Auxiliary Services	A-188
DANIEL, Renee	A.A. Delta College B.S.W. Howard University	Student Development Specialist	H-141
DAVIDSON, Patricia	B.S. Michigan State University	Telelearning Coordinator	A-59
DAVIS, David	B.S.; M.A. Central Michigan University	Counselor IV	H-145
DeLONG, Keith	A.S. Delta College	Programmer/Analyst	A-114
DENNEY, Dana	B.A.; M.A. Michigan State University	Assistant Professor of Reading and English	S-8
DOWIS, Dan	B.S. Northern Arizona University	Director of Campus Police	B-101
DRUMMOND, Nancy	A.A. Delta College B.S.; M.B.E. Central Michigan University	Associate Professor of Secretarial Science/Division Chair	F-37
DRURY, Patricia	B.A. Occidental College M.A. Claremont College	Associate Professor of History	D-120
DuBOIS, Karl	B.S. Ferris State University M.A. Western Michigan University	Director of Business/ Vocational Technical Programs	A-68
DUNN, John	B.A. Grambling University M.A. University of Toledo	Associate Professor of Economics	J-129
DuRUSSEL, William		Technician Automotive Training Program	Buena Vista Center
DZURKA, Robert		Team Supervisor, Physical Plant	N-40
EBACH, Faye	B.S.N. University of Michigan M.S.N. Wayne State University	Associate Professor of Nursing	F-219
ECKERLE, Christine	A.A. Ferris State University B.S.; M.A. Saginaw Valley State University	Corporate Services Quality Education Instructor	Saginaw Division
ECKERLE, Karl	A.S. Lansing Community College	Corporate Services Quality Education Instructor	Saginaw Division

Name	Degree(s)	Title	Office
EDMONDSON-CONIC, Georgia	B.A.; M.A. Wayne State University	Associate Professor of Political Science	S-43
EGGLESTON, Patricia	B.A.; M.A. University of Michigan	Associate Professor of Speech	A-49
EGYET, Judith	A.S. Delta College	Health Unit Coordinator Specialist/Instructor	A-66
ELASHHAB, Julie	B.S.N.; M.A. Michigan State University	Assistant Professor of Nursing	F-232
ELLISON, Gerald	A.S. Amarillo College B.A.; M.A. Texas A & M University	Assistant Professor of English	S-14
ENGER, Eldon	A.S. Alpena Community College B.S.; M.S. University of Michigan	Professor of Biology	F-239
ERICKSON, Glen	A.S. Delta College B.S. University of Michigan M.S. University of Idaho	Professor of Biology	F-205
EVERSON, Dana	A.A. Delta College B.M.E.; M.M. Michigan State University M.A. Pensacola Christian College	Assistant Professor of Instrumental Music	S-111
FACCIO, Bruce	A.A.S.; B.S. Ferris State University M.Ed. Saginaw Valley State University	Corporate Services Instructor	Industry Educ. Center
FEENEY, June	B.S. Saginaw Valley State University	Assistant Director of Instructional Computing	H-146
FETTIG, Burton (Dr.)	A.A. Bay City Junior College B.S. George Williams College M.A. Central Michigan University Ed.D. Indiana University	Dean of Students	A-31
FLATTERY, John	B.S. Western Michigan University M.A. University of Michigan Registered Radiologic Technologist	Associate Professor of Radiography/ Allied Health/Division Chair	F-216
FLEMING, Christine		Traffic Continuity Coordinator	A8a
FLEMING, Robert	B.A.; M.A. Western Michigan University	Instructional Media Specialist	A-6
FOGARTY, Julia	A.A. Ferris State University B.A.; M.A. University of Oregon	Assistant Professor of English	S-26
FORSBERG, Ralph (Dr.)	B.S. Bradley University M.A. Roosevelt University Ph.D. Loyola University	Assistant Professor of Philosophy	S-239
FRIEWALD, Thomas	B.S.; M.S. Stout State University	Professor of Architectural Technology	G-112
FRIESORGER, Rose	R.N. St. Mary's Hospital B.S. Central Michigan University	Associate Professor of Nursing	F-222
FRITZ-KELLY, Sandra	A.D.; B.S. North Dakota State University M.S. University of Minnesota	Associate Professor of Nursing	F-228
FROHM, Johanna	A.B.S. Delta College R.N. Rockford Memorial School of Nursing B.S.N. University of Iowa	Instructional Training Specialist	S-24
GARLICK, Michael	B.S. Central Michigan University	Learning Resource Technician Chemistry	C-106
GARNETT, Tom	A.A.S.; B.S. Ferris State University	Broadcasting/Assistant Chief Engineer/ Operations Manager	A-95
GATZA, Judith	A.A. Delta College B.A. Michigan State University M.A. Central Michigan University	Instructional Fine Arts Specialist	S-205
GAVALAS, Kathleen	B.S. Ferris State University M.Ed. University of Arizona Registered Radiological Technologist	Associate Professor/Coordinator Radiologic Technology	F-235
GILBERT, Janet (Dr.)	B.A. DePauw University M.A. University of Minnesota Ph.D. University of Michigan	Associate Professor of English	S-5

Name	Degree(s)	Title	Office
GILLET, Marilyn	B.A.; M.A. Central Michigan University	Associate Dean Financial Aid/ Registration	J-103
GLYNN, Lawrence	B.A. Marquette University M.A. Wayne State University	Professor of History	G-216
GOETZINGER-PENA, Diane	B.S. Central Michigan University M.Ed. Texas A & I University	Assistant Professor of Office Systems Education	J-121
GONZALEZ, Judith	B.A. Oral Roberts University M.A. Southern Nazarene University	Instructor of Speech	S-254
GOODBURNE, Bruce	B.A. Michigan State University	Associate Director of Financial Aid	J-101
GOODBURNE, Louise	Diploma in Nursing Albert Einstein Medical Center B.S.N.; M.S.N.; University of Pennsylvania	Associate Professor of Nursing/ Division Chair	F-224
GOODELL, Phillip		Corporate Services Service Instructor	Millford Training Center
GOODSON, Martin, Jr. (Dr.)	B.S. Stillman College M.S.; Ed.D. Indiana State University	Professor of Physics	D-130
GORE, Suzanne	B.S.N.; M.S.N. Montana State University	Assistant Professor of Nursing	F-220
GORNEY, Ronald	B.B.A. Saginaw Valley State University	Programmer/Analyst	A-124
GRAVES, Patricia	B.S.; M.P.A. Central Michigan University	Development Associate	A-193
GRAY, Charles, Sr.		Custodial Supervisor	N-40
GREENE, Nelson	B.A. Alma College M.A. University of Michigan	Associate Professor of Science	F-208
GREENLEAF, Anne	A.S. Delta College B.S. Michigan State University	Counseling Services Specialist	K-138
GREGORY, Earl	B.S. Saginaw Valley State University	Instructor Respiratory Therapy	F-49
GUNKLER, Todd (Dr.)	A.B. University of California-Berkeley M.S.; Ph.D. University of California-San Diego	Assistant Professor of Physics	J-113
GURULE, Jose	B.A. New Mexico State University M.A. Eastern Michigan University	Director of Chicano/Latino Services	H-133
HAINES, Robert	B.S. Ferris State University	Assistant Professor of Auto Service	F-39
HALL, Gerald	B.A.; M.A. Michigan State University	Associate Professor of English	S-3
HALOG, Donald	B.S. University of San Francisco M.A. University of Illinois	Associate Professor of English/ Division Chair	S-11
HANNA, Gayle	B.S.N. University of Michigan	Assistant Professor of Nursing	F-223
HANSEN, Sara	B.S.; M.M. Michigan State University	Associate Professor of Music	S-124
HARMAN, William	B.A. Findlay College B.D. Chicago Theological Seminary M.A. Bowling Green University	Associate Professor of English	S-219
HARRIS, Dianne		Assistant Director of Instructional Support Services	E-134
HARROLD, Valerie	B.A.; M.A. Wayne State University M.A.T. Saginaw Valley State University	Associate Professor of Speech	S-45
HARVEY, Cynthia	B.S. Hillsdale College Registered Dental Hygienist Certificate, University of Michigan M.S. Central Michigan University	Assistant Professor/Coordinator Dental Auxiliaries	F-33
HASKELL, Thomas	B.A. Pennsylvania State University M.S. Syracuse University	Broadcasting Program Director	A-12
HATCHEW, Don	B.S. Michigan State University M.A. University of Detroit	Associate Professor of Law Enforcement	G-203
HAYNES, Margaret (Dr.)	B.A. Mount Holyoke College M.A. John Hopkins University M.A. Southern Illinois University Ph.D. Michigan State University	Assistant Professor of English	S-18

Name	Degree(s)	Title	Office
HEAPS, Philip	A.A.S. Sinclair Community College B.S. University of Dayton M.A.T. Saginaw Valley State University	Assistant Professor/Coordinator of Respiratory Therapy	F-55
HERT, Larry	B.A. University of Nebraska M.A. University of Arizona	Professor of English	S-2
HIATT, Mary Kate (Dr.)	B.A.; M.A.; Ph.D. University of Southern Mississippi	Associate Professor of Political Science	G-105
HIEBER, William (Dr.)	B.S. University of Dayton M.B.A. Xavier University M.A.C.C. University of Georgia M.B.E.M.A. Central Michigan University Ph.D. University of Michigan	Professor of Business	G-102
HILL, Alan	B.A. Furman University M.A.; M. Phil. Columbia University	Assistant Professor of Sociology	S-256
HILL, Paul	B.A. Kent State University M.M. New England Conservatory	Instructor of Music	S-126
HOERNEMAN, Calvin	B.A. Bethany College M.A. Michigan State University	Professor of Economics	G-202
HOFFMANN, John	B.S.; M.S. Stout State University	Associate Professor of Mechanical Drafting	F-38
HOLZHEI, Donald (Dr.)	B.S. Michigan State University M.S. Cornell University Ph.D. Michigan State University	Professor/Vocational Technical Division Chairperson	D-126
HOMPSTEAD, Lila		Manager of Fringe Benefits	H-120
HOWARD, David	B.S. Ball State University M.A. Indiana University	Associate Professor of Economics	G-107
HOWDEN, Richard	Certified Public Accountant B.S.; M.B.A. Central Michigan University	Associate Professor of Accounting	F-46
HUTTON, Ronald		Instructional Computers Micro Technician	K-100
IWAMASA, Ruby	A.A. Hartmill Junior College B.A. San Jose State University	Community Outreach Coordinator	A-91
JACOBS, Carol	B.S.; M.S. Indiana University	Associate Professor of Business	G-108
JAROSZ, Mitchell	B.A.; M.A. University of Detroit	Professor of English	S-10
JERNSTADT-MALMBERG, Phyllis	A.A.; B.S.; M.S. Ferris State University	Assistant Professor of Allied Health	S-208
JOHNSON, Gail Hoffman	B.A. University of Michigan M.S. Northern Michigan University	Associate Professor of Business	J-110
JONES, Betty (Dr.)	A.M. University of Michigan B.S. Hampton Institute M.S.W. Catholic University Ph.D. University of Michigan	Dean of Academic Affairs/General Education	A-118
JONES, Norman	A.S. St. Clair County Community College B.S.; M.A. Michigan State University	Associate Professor of Law Enforcement	G-113
JONKER, Jack	B.M.; M.M. University of Michigan	Executive Director of Corporate Services	A-190
JUHL, Lynn	A.A. Delta College B.S.E.E.T. Western Michigan University	Assistant Professor of Electronic Technology	G-114
JUMP, Jeffrey Alan	A.S.; B.S. Lake Superior State College	Assistant Director of Physical Plant	N-44
KASPER, David	A.B. Delta College	Programmer/Analyst	A-114
KEEFER, Ion	B.A. Ferris State University M.A. University of Michigan	Associate Professor of Automotive Service Technology	F-32
KEICHER, Robert	A.A. Jackson Junior College B.A. Western Michigan University M.A.T. Indiana University	Professor of Mathematics and Computer Science	G-225
KEIM, Issac, III	B.B.A. Cleveland State University M.A. Michigan State University M.B.A. Central Michigan University	Associate Professor of Business	G-204

Name	Degree(s)	Title	Office
KELLER, Robert	B.A. St. Mary's College M.S. Wayne State University	Associate Professor of Biology	S-49
KELLY, Terrance	A.A.S. Delta College B.S. Ferris State University M.A. Central Michigan University	Assistant Professor of Residential Construction	N-136
KEMMER, Bruce	B.S. Central Michigan University M.A. Eastern Michigan University	Instructor of Accounting	J-117
KENNEDY, Crawford	B.S.; M.A. Michigan State University	Professor of Health, Physical Education & Recreation	N-132
KENNEDY, David	B.A. Southern Illinois University M.A. Iowa State University	Assistant Professor of Psychology	G-219
KETCHUM, William, Jr.	B.A. Cornell University M.A. University of Wisconsin, Madison	Instructor of English	S-31
KHEIL, Habib	B.S.; M.S. Ohio University M.S. Bradley University	Instructor of Mathematics	J-108
KILAR, Jeremy (Dr.)	B.A. University of Detroit M.A. Central Michigan University Ph.D. University of Michigan	Professor of History	G-103
KNOX, diedra	B.S.; M.S. Southern University	Assistant Professor of Biology	D-126
KOBLAS, Paul (Dr.)	B.S. University of California M.S. University of Oregon M.S.E.E. Michigan State University Ph.D. University of Oregon	Professor of Physics	D-122
KOBRAN, Johanna (Dr.)	B.A.; M. English Ed.; Ed.D. Wayne State University	Vice President of Instruction and Learning Services	A-121
KOGELMAN, Richard	A.A. Oakland Community College B.S. Grand Valley State College M.A. Western Michigan University	Assistant Professor/Co-op Coordinator, Business-Technical & Science	F-42
KONOWALOW, Stephen (Dr.)	B.A. State University of New York M.A.; Ed.S. Central Michigan University M.Ed. Duke University Ph.D. Wayne State University	Counselor Level III	K-143
KORMELINK, Richard	B.A. Indiana University M.S. University of Utah	Associate Professor of Biology	F-202
KOSTOFF, John	B.S.; M.S. Michigan State University	Professor of Mathematics and Computer Science	G-215
KRAFFT, John	B.A. Albion College	Director of College Relations	A-197
KRAUSS, Frederick (Dr.)	B.S.E. University of Michigan M.S. Michigan State University Ph.D. Purdue University	Assistant Professor of Robotics	J-115
KUZDZAL, Stanley (Dr.)	B.S. Wayne State University M.A. Eastern Michigan University Ed.D. Wayne State University	Associate Professor of Business	J-127
LAMAR, Chris	A.S. Lane Community College B.A. Indiana University	TV Production/Broadcast Production Manager	A-96
LaROSE, Michael	B.A.; M.A. Central Michigan University	Job Developer	ECON
LAVERTY, Jeannie	A.A. Delta College B.A. Northwood Institute	Research Specialist	A-192
LEHRER, Sharon	B.A. Willamette University M.A. University of Arizona M.A.T. University of Idaho	Associate Professor of Sociology	G-121
LEPPIEN, Bruce, Jr.	B.S. Ferris State University M.B.A. Central Michigan University	Professor of Business	F-48
LEVY, Lawrence	B.A. Ohio Wesleyan University M.A. University of Wyoming	Professor of English	S-16
LIBBY, Glenn		Corporate Services Instructor	Buena Vista Center
LIGHT, Timothy	A.A.S. Delta College	Broadcast Engineer I	A-23

Name	Degree(s)	Title	Office
LJEWSKI, James		Grounds Maintenance Supervisor	H-100
LIMBERG, Thomas	B.S.; M.A. Central Michigan University	Coordinator Industrial Education Center/Skilled Trades Program	A-55
LITZNER, Bernard	B.S. Siena Heights College	Broadcast Engineer II	A-23
LOMAN, Mark	B.S.; M.A. Northern Michigan University	Corporate Services Instructor	Buena Vista Center
LOOBY, Mary	B.A. Nazareth College M.A.T. Saginaw Valley State University	Instructor of English	S-13
LORD, Charles	A.A. Northwestern Michigan College B.S.; M.A. Central Michigan University	Learning Resource Technician Health, Physical Education & Recreation	N-135
LOVAY, Denise	A.S.; B.S. Ferris State College	Assistant Professor Dental Hygiene	F-54
LUCZAK, Gregory	B.A. Alma College	Assistant Controller	A-107
LUTZ, Phoebe	B.S. Alma College M.S. Michigan State University	Instructor of Math & Computer Science	J-109
LYNCH, David		Corporate Services Instructor	Milford Training Center
LYON, Linda Lee	B.A. DePauw University M.A. University of Michigan	Acting Assistant Director of Teaching Learning Center	A-30
MacARTHUR, Karen	B.S. Purdue University M.A. University of Maryland	Executive Director of Fund Development	A-43
MAHAFFEY, Shawna	A.B. Lake Michigan College B.S. Western Michigan University M.A. Penn State University	Assistant Professor of Fashion Merchandising	F-42
MAHAN, Mary	B.S. Michigan State University	Learning Resources Technician Science Division	F-104/ E-109
MALLAK, Jeanne	A.A.S. Northwood Institute B.S.; M.B.E. Central Michigan University	Instructor of Office Systems Education	S-51
MALMBERG, James	B.S. Central Michigan University M.S. Ferris State University	Assistant Professor of Computer Information Systems	S-208
MANNINEN, Maria	B.S. Eastern Michigan University M.S. Ferris State University	Assistant Professor of Office Systems Education	J-106
MARCINIAK, Mark	B.A.; M.A.; Ed.S. Central Michigan University	Director of Instructional Services	E-130
MARKEL, David	B.S. Central Michigan University	Learning Resource Center Technician Biology	E-109
MARTIN, Anne	B.A. Oberlin College M.A. University of Louisville	Associate Professor of Mathematics and Computer Science	J-107
MASSEY, Patricia	B.A. Michigan State University	Coordinator of Dual Career Assistance Program	Midland Campus
MAY, Margrethe	Certified Surgical Technologist B.S.; M.S. University of Michigan	Associate Professor/Coordinator of Surgical Technology	F-207
MAZANEC, Joseph (Dr.)	B.S. St. Norbert College M.S. University of Wisconsin Ph.D. Michigan State University	Professor of Mathematics and Computer Science	G-205
McCARTHY, Robert	B.S.; M.A. Central Michigan University	Associate Professor of English	S-23
McCORMICK, John	B.F.A.; M.A.; M.F.A. Michigan State University	Associate Professor of Art	S-243
McGAW, Richard	B.A. Albion College M.A. University of Michigan	Associate Professor of Speech	S-62
McGINTY, James	B.A. University of Michigan M.A. Central Michigan University	Associate Professor of English	S-218
McGIVERN, Ralph	B. Arch. University of Michigan M.B.A. Central Michigan University	Associate Professor of CAD/CAM	F-236
McGRANDY, Delight	A.A.S. Delta College B.S.N. Saginaw Valley State University M.S.N. Wayne State University	Assistant Professor of Nursing	F-231

Name	Degree(s)	Title	Office
McGRATH, Peter	A.A.S. Ferris State University	Learning Resources Technician Technical Division	L-110
McNEAL, Dennis	B.S. Northern Illinois University M.A. Michigan State University	Professor of Business	G-210
McNIECE, Hugh	B.A. Oklahoma State University M.S.; M.A. University of Pittsburgh	Instructor of Mathematics	J-111
MEE, Robert	B.S. Kansas State Teacher's College M.A. University of Missouri	Associate Professor of Spanish	S-048
MEEH, Mary Louise	B.A. Mount Mary College M.A. Michigan State University	Associate Professor of Office Systems Education	G-116
MEHLHOSE, Marlene	M.S.N. Wayne State University B.S.N.; M.S.N. Michigan State University	Assistant Professor of Nursing	F-234
MENGER, Linda	B.F.A. Michigan State University M.A. Central Michigan University	Associate Professor of Art and Photography	S-237
MILITELLO, Michael	B.S. Central Michigan University	Corporate Services Instructor	Buena Vista Center
MILLER, Judy	B.S.; M.A. Central Michigan University	Associate Professor of Mathematics	G-213
MIOTTO, Donald	B.S. Eastern Michigan University M.A. University of Michigan	Associate Professor, Technical Division	S-267
MITCHELL, Ronald	B.S. Ferris State University M.A.; M.S. Central Michigan University	Corporate Services Quality Education Instructor	A-190
MONTESI, Susan	B.S. Ferris State University M.A.; M.S. Central Michigan University	Dean of Enrollment Services	A-108
MOODY, Carol	Registry, St. Mary's Hospital School of Radiologic Technology	Instructor of Radiography	F-57
MOORE, Paul	B.A.; M.A. Rutgers University	Professor of Political Science	G-227
MORALES, Rosa	B.A. Michigan State University	Senior Producer/Director	A-92
MOSQUEDA, Margarita	B.A.; M.A. Western Michigan University	Director of Admissions	C-130
MOST, Clark, Jr. (Dr.)	B.S. Central Michigan University Ph.D. Washington State University	Professor of Chemistry	D-129
MUELLER, Rodney	A.A. Delta College B.S. Ferris State University	Assistant Professor of Machine Tools Computer Numerical Control	D-116
MULLER, Donald	B.B.A.; M.A. Western Michigan University	Associate Professor of Business	G-218
MULLET, Patrick	A.A.S.; B.S. Ferris State University	Broadcast Engineer I	A-23
MURLEY, David	B.S. Eastern Michigan University M.A. University of Louisville, Kentucky	Assistant Director of Student Development Services	B-116
NAVARRE, Kathleen (Dr.)	B.A. Saginaw Valley State University M.A.; Ph.D. University of Windsor	Assistant Professor of Social Science	N-144
NAVE, Edwin	B.S.E.E.; M.S.E.E. University of Cincinnati	Assistant Professor, Technical Division	B-211
NEMANIC, Edward (Dr.)	B.A. University of Utah Ph.D. Northwestern University	Assistant Professor of Physics	D-121
NICKEL, Fay	A.B. Delta College	Corporate Services Training Specialist	Midland Campus
NICKERSON, Nancy	B.A.; M.A. Michigan State University	Director of Career Development and Placement Services	A-30
NORTON, Michael	B.S. Eastern Michigan University	Assistant Manager of Bookstore	B-24
NUECHTERLEIN, David	Certificate-Ref's Electronic Technical School	Broadcast Engineer	A-23
OGRAM, Kelly	A.A. Delta College B.A. Michigan State University	Admissions Representative	C-130

Name	Degree(s)	Title	Office
ORLANDI, Hector	A.S.; B.A. University of Puerto Rico	Corporate Services Instructor	Buena Vista Center
ORTENBURGER, Thomas	A.A. Riverside City College B.A.; M.A. University of California	Assistant Professor of Sociology	S-52
O'TOOLE, Patricia	B.A. University of Detroit M.A. University of Michigan	Associate Professor of Health, Physical Education & Recreation	N-138
OUGHTON, Lawrence	B.F.A. Kansas City Art Institute M.F.A. Cranbrook Academy of Art	Assistant Professor of Art	S-129
PACKWOOD, Glen Eugene (Dr.)	B.S.; M.S. Northeast Missouri State University Ph.D. University of Missouri	Director of Research and Development	A-125
PARTHE, Mark		Broadcast Engineer II	A-23
PASZTOR, Joseph	B.A.; B.E. University of Saskatchewan M.S.; M.E.; Ph.D. University of Oregon	Assistant Professor of Geography	S-247
PAULSON, Benjamin	B.A.; M.A. Mankato State College	Director of Computer Services	A-112
PEASE-HERNANDEZ, Christine	B.S. Saginaw Valley State University M.A. Bowling Green State University	Counselor Trainee	K-137
PENNOCK, Robert Jr.	A.A. Devry Technical Institute A.A.; B.S. Southern Illinois University	Corporate Services Instructor	Detroit Training Center
PEREGRINO, Santiago	B.S.; M.A. University of Texas, El Paso	Associate Professor of Political Science	S-44
PETEE, Linda	A.A. Delta College B.A. Northwood Institute	Administrative Assistant, Physical Plant	A-199
PETERSON, James	B.S. Tri-State College	Instructor of Mechanical Technology	S-207
PFEIFFER, Raymond (Dr.)	A.B. Denvon College M.A.; Ph.D. Washington University	Professor of Philosophy	S-240
PFUND, James		Plant Engineer	N-43
PLACKOWSKI, Linda C.	B.A.; M.A. Michigan State University	Associate Professor of Philosophy	S-255
PLAUGHER, Lowell	B.S. Bowling Green State University M.A. University of Michigan	Learning Disabilities Director	E-130
PRAST, Leslie	B.A. Michigan State University M.A.T. Indiana University	Professor of English	S-17
PRENTICE, Richard	B.S.; M.Ed. Ohio University	Associate Professor of Health, Physical Education & Recreation	N-131
PRETZER, Judy	B.S. Saginaw Valley State University M.A. Central Michigan University	Assistant Professor of Mathematics	G-217
PRITCHETT, Rick	A.A. St. Clair County Community College B.S. Ferris State University	Corporate Services Instructor	S-246/Buena Vista Center
PRZYGOCKI, Virginia	B.S. University of Michigan Registered Dental Hygienist	Assistant Professor of Dental Hygiene	F-52
PUGH, John	B.A. Florida A & M University M.A. University of Toledo	Administrative Assistant, Student Support Services	G-111
RACE, Patricia	A.A. Delta College	Counseling Services Specialist	K-139
RADLINSKI, Paul	B.S.; M.Ed. Bowling Green University	Associate Professor of Health, Physical Education & Recreation	N-145
RAMM, Joan	B.A. Wayne State University M.A. Michigan State University	Student Publications Advisor/ Instructor of English	S-30
RAMSEYER, Larry	A.A. Delta College B.S.; M.A. University of Michigan	Director of Physical Plant	A-199
RAYMOND, Brad	A.C.; A.S. North Central Michigan College	Corporate Services Instructor	A-190
REED, David	B.S. Ferris State University	Corporate Services Instructor	Buena Vista Center
REES, Jennifer	B.S.; M.S. Eastern Michigan University	Instructor of Psychology	S-210

Name	Degree(s)	Title	Office
RENKER, Fred	B.A. University of Notre Dame M.A.T. Duke University M.A. California State University	Associate Professor of English	S-15
RENNA, Pamela (Dr.)	B.A. University of Oregon M.A. University of Illinois Ph.D. Brown University	Instructor of French	S-50
RICHARDSON, Willie, Jr.	B.S.; M.A.; Ed.S. Central Michigan University	Dean of Community Affairs	A-76
RICKEY, Betty	L.P.N. Kellogg Community College A.A. Delta College B.S. Saginaw Valley State University M.S. Wayne State University	Instructor of Nursing	F-237
RINDERER, Regina (Dr.)	A.B. University of Pittsburgh M.A.; Ph.D. Ohio State University	Instructor of English	S-25
ROBERTS, Raymond	B.A.; M.A. Wayne State University	Associate Professor of Speech	G-117
ROBERTSON, Mark	B.A. University of Virginia M.S. Virginia Poly. Institute State University	Instructor of Biology	D-128
ROBINS, Sylvia	B.A.; M.A. University of California-Berkeley	Assistant Professor of English	S-20
ROCK, Terrence	A.A. Delta College B.S. Eastern Michigan University M.A. Central Michigan University	Associate Director of College Relations/ Director of Information Services	A-196
ROGERS, Robert	A.A. Delta College	Broadcast Engineer I	A-23
ROMEO, Jeanne	B.A. College of St. Vincent M.A. Syracuse University	Associate Professor of Mathematics and Computer Science	G-214
ROMER, Scanlon	B.A. University of Minnesota M.S. University of Utah	Instructor of Economics	J-122
ROSELLE, Robert		Grounds Maintenance Supervisor	N-42
ROSS, Frederick	B.S.; M.A. Wayne State University	Professor of Biology	F-203
ROUSSEAU, Mary Beth	B.A. Michigan State University M.S. Florida International University	Instructor of General Business	S-42
ROZNOWSKI, James	B.S.; M.A. Central Michigan University	Associate Professor of Mathematics and Computer Service	G-206
RUMMEL, Randall	A.B. University of Michigan	Student Development Specialist Teaching Learning Center	ECON
RUTH, Carl	B.S. Western Michigan University M.A. Central Michigan University	Assistant Director of Admissions	C-130
SABOURIN, Joan Marie	B.S. Aquinas College M.S. Purdue University	Professor of Chemistry	D-123
SALADINE, Clifford	A.A. Delta College	Senior Broadcast Engineer	A-23
SANDFORD, Carolyn	B.A. Lawrence University M.A. Saginaw Valley State University	Associate Professor of Biology and Science/ Division Chairperson	F-213
SAVAGE, Audrey	B.S. Mississippi Valley State University	Assistant Professor/Coordinator Co-op Office Secretarial Science	F-43
SCHAFER, Daniel	A.S. Delta College B.S. Saginaw Valley State University M.A. Central Michigan University	Associate Professor of Accounting	F-201
SCHAUB, Maureen	B.A.; M.A. Michigan State University	Lead Teacher	Child Care Center
SCHMIDT, Dawn	A.S. Delta College B.A. Saginaw Valley State University M.A. Central Michigan University	Associate Professor of Mathematics	G-208
SCHUENEMAN, Constance	B.S. Ohio State University M.S. Michigan State University	Associate Professor of Computer Information Systems	J-124
SCHUITMAN, Jerry	A.S. Grand Rapids Junior College B.S.; M.A. Western Michigan University	Associate Professor of Mathematics	G-207

Name	Degree(s)	Title	Office
SCHULTZ, Brian		Corporate Services Welding Assistant	Industry Educ. Center
SCORSONE, Diane	B.A.; M.A. University of Michigan	Assistant Director of Financial Aid	J-102
SEIDEL, Paul	A.A.S. Delta College B.S. Ferris State University M.A. Central Michigan University	Corporate Services Manager Automotive Training Programs	Buena Vista Center
SETTLE, Suzanne	B.A. State University of New York College at Buffalo M.A. San Fernando Valley State College M.F.A. Rochester Institute of Technology	Assistant Professor of Art	S-245
SHARP, Ronald	B.S.; M.S. Central Michigan University	Associate Professor of Chemistry	D-124
SHELTON, Joy	B.S. University of Texas	Director of Home and Family Living/Community Affairs	A-74
SHIELDS, Evelyn (Dr.)	A.A. Bay City Junior College A.B.Ed.; M.A.; Ph.D. University of Michigan	Professor of Speech	S-257
SHORT, Diane	B.A. Fisk University M.A. University of Detroit	Outreach Specialist	H-132
SIEH, April	B.S. Oakland University M.S. Wayne State University	Instructor of Nursing	F-233
SMALLDON, Thomas		Corporate Services Instructor	A-190
SMITH, Arthur	B.S. Sioux Falls College B.D. Colgate Rochester Divinity M.A. University of South Dakota	Associate Professor of Chemistry	D-118
SMITH, Bradley (Dr.)	B.A.; M.A. Western Michigan University Ph.D. University of Michigan	Professor of Political Science	F-209
SMITH, Pamela	A.S. Delta College B.S. Ferris State University	Instructor of Dental Assisting	F-129
SMITH, Rodney	B.S.; M.S. Ohio State University	Professor of Biology	F-204
SNAPP, Dale		Corporate Services Instructor	Buena Vista Center
SOZA, Daniel, Jr.	A.A.S. Delta College B.S. Michigan State University M.Ed. Antioch College	Bilingual/Bicultural Education Specialist	B-116
SPILLER, Leroy (Dr.)	B.A. LaSalle College M.A. University of Toledo Ph.D. Michigan State University	Associate Professor of English	S-9
STEPHENS, Wesley	B.A.; M.A. Michigan State University	Corporate Services Coordinator of Statistical Process Control	A-190
STEWART, Donald	B.A. Michigan State University	Director of Food Services	B-35
STILL, James	B.S. St. Joseph's College M.Ed. Bowling Green University	Professor of Health, Physical Education & Recreation	N-130
STITT, Teresa	B.S.; M.Ed. Alabama State	Assistant Director of Career Planning and Placement	ECON
STRAUMANIS, Andrejs	B.A.; M.A. University of Michigan	Associate Professor of German and Russian/ Humanities Division Chairperson	S-50
STRYKER, Rhosan	B.A.; M.A. Michigan State University	Professor of Business	F-214
SUURNA, Harry	B.A. Lake Superior State College M.A. Western Michigan University	Counselor Level III	K-142
SVERID, Dolores	A.A. Bay City Junior College B.A. Saginaw Valley State University	Broadcasting Auction Coordinator/ Program Underwriter/Special Events Coordinator	A-8b
SWARTZ, George		Corporate Services Instructor	Buena Vista Center
TEDROW, Barbara	B.S. Indiana University M.A. Michigan State University	Director of Liberal Arts	A-58
THAYER, Jean		Corporate Services Coordinator Midland Computer Training Center	Midland Campus

Name	Degree(s)	Title	Office
THAYER, Russell	B.S.; M.A. University of Michigan	Associate Professor of Art	S-242
THEBERT, Robert		Corporate Services Instructor	Detroit Training Center
THOMPSON, (J.P.) Judith	B.A. Michigan State University M.S.A. Central Michigan University	Director of Telelearning	A-62
THOMPSON, Willie	A.A. Bay City Junior College B.S. Western Michigan University M.A. University of Michigan	Dean of Student Support Services	H-136
THOMSON, James	B.A. Michigan State University	Manager of Bookstore	B-24
THORSON, Judith	B.S. University of Minnesota M.A. Indiana University	Vice President of Finance/Treasurer	A-109
TINGSTAD, Jerry	B.S.; M.S. University of Wisconsin	Associate Professor of Political Science	G-223
TORNS, Sandra	A.A. Genesee Junior College B.S.; M.A. Central Michigan University	Counselor Level III	K-141
TORREZ, Mary Ellen	B.A. Saginaw Valley State University	Staff Assistant, Chicano/Latino Services	H-135
TOWN, Edward	B.S. Central Michigan University	Controller	A-107
TREADWAY, Jean	B.S.; M.A. Woman's College of the University of North Carolina	Associate Professor of Health, Physical Education & Recreation	N-139
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WIERDA, Lori	B.S.N. Saginaw Valley State University M.S.N. University of Michigan	Instructor of Nursing	F-225
WIGHT, Sandra	B.S.N. Michigan State University	Director of Health Services	B-103

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WILLIAMS, David	B.S. Central Michigan University M.A. Western Michigan University	Professor of Geography	D-133
WILSON, Karen	A.A. Delta College B.A. Saginaw Valley State University M.A. Central Michigan University	Associate Professor of Economics	G-110
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WOJCIK, Bonifacia	B.S.N. University of Santo Tomas M.A. Central Michigan University	Associate Professor of Nursing	F-215
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WOLFGAM, Eveyln	B.A.; M.A. Michigan State University	Counselor Level IV	K-134
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ZIMMERMANN, Robert (Dr.)	B.S. Lawrence College M.A. Lehigh University Ph.D. University of Wisconsin	Assistant Professor of Psychology	S-33
ZUBE, Duff	A.A. Delta College B.A. Saginaw Valley State University M.S.A. Central Michigan University	Director of Records	A-106

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